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# STUDENT HANDBOOK 1985-86

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West Virginia University Libraries



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# WEST VIRGINIA UNIVERSITY

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## Crisis Intervention and Emergency Telephones

### Illness

University Health Service .....	293-2311
Dr. James F. Carruth/Dr. Philip E. Comer .....	293-4431
Monday-Friday—8:30 a.m.-5:00 p.m.	
Dr. Edwin J. Morgan/Dr. John R. Vanin .....	293-2316
Monday-Friday—8:30 a.m.-10:00 p.m.	
Saturday—9:00 a.m.-12 Noon	
Sunday—1:00-4:00 p.m.	
University Hospital Emergency Room .....	293-5341
Emergency Ambulance Service (EMS) .....	296-4494

### Mental Illness or Assault

Psychiatrist on Call at University Hospital .....	293-5341
Mental Hygiene Commissioner .....	296-3123
Rape and Domestic Violence Information .....	599-6800
University Public Safety Office (Security) .....	293-3136
Morgantown City Police .....	291-7474
Sheriff's Office .....	296-6424
State Police .....	599-1101
<i>(If no answer call 800-642-9061. No charge to calling party.)</i>	

### Other

Poison Control .....	293-5341
Dean/Student Life ( <i>Betty Boyd</i> ) .....	(Office) 293-5611
	(Home) 599-2046
Vice-President/Student Affairs	
( <i>Dr. George D. Taylor</i> ) .....	(Office) 293-5811
	(Home) 598-2672
Attorney for Students .....	293-4897
Monday-Friday—9:00 a.m.-5:00 p.m.	

COVER: WVU forestry students engage in woodsmen's competition during Agriculture and Forestry Week. Two-man crosscut team is shown here in contests held on the Evansdale Campus.

West Virginia University  
STUDENT HANDBOOK

1985-86



# WVU Facts

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**Date Established:** 1867.

**Type of Institution:** Comprehensive state and land-grant university, established under Morrill Act of 1862.

**Major Functions:** Teaching, research, and off-campus education.

**Accreditation:** Member of North Central Association of Colleges and Schools. WVU educational programs are accredited by the North Central Association and by fifty accrediting agencies for specific programs.

**Major Divisions:** College of Agriculture and Forestry, College of Arts and Sciences, College of Business and Economics, College of Creative Arts, School of Dentistry, College of Engineering, Center for Extension and Continuing Education, College of Human Resources and Education, Perley Isaac Reed School of Journalism, College of Law, School of Medicine, Division of Military Science (ROTC) and Division of Air Force Aerospace Studies (ROTC), College of Mineral and Energy Resources, School of Nursing, School of Pharmacy, School of Physical Education, and School of Social Work.

**Branches:** Potomac State College at Keyser; Charleston Division of the WVU Medical Center; Wheeling Division of the School of Medicine; off-campus graduate centers at Jackson's Mill, Potomac State College, Parkersburg, Shepherd College at Shepherdstown, and West Liberty State College at West Liberty. WVU has five area offices and extension offices in all fifty-five counties. The University operates the State 4-H Camp at Jackson's Mill and a geology camp in Greenbrier County.

**Degrees Offered:** Bachelor, master, doctorate, and professional; 175 degree programs.

**Plant:** Morgantown campuses, 121 buildings on 799 acres valued at \$348 million; nine experiment farms and six forests throughout the state.

**Operating Budget:** \$264 million a year.

**Libraries:** The WVU libraries contain 1,056,016 volumes and 920,513 microforms and microfilms. About 30,000 volumes are added each year; 9,000 periodical titles are received.

**Enrollment:** Statewide total of 19,000.

**Alumni:** 94,355.

**WVU Nickname:** Mountaineers.

**Colors:** Old gold and blue.

**Traditions:** Homecoming Weekend, Mountaineer Week, Freshman Orientation, Link Day (when honor society members are initiated), and the Pitt-WVU rivalry (the University of Pittsburgh is WVU's traditional football foe).

# Contents

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<b>WVU FACTS</b> .....	2
<b>UNIVERSITY CALENDAR, 1985-86</b> .....	6
<b>ADMINISTRATIVE OFFICIALS</b> .....	7
<b>WHERE/WHO TO CALL FOR ANSWERS</b> .....	9
<b>WVU AT YOUR FINGERTIPS!</b> .....	12
<b>THIS IS WEST VIRGINIA UNIVERSITY</b> .....	13
<b>STUDENT FEES</b> .....	15
<b>STUDENT SERVICES</b> .....	16
Recreation .....	16
Mountainlair .....	16
Recreation-Intramural Sports .....	16
Intramurals .....	16
Informal Recreation .....	16
Outdoor Recreation Center .....	17
Photography Laboratory .....	17
Sports Clubs .....	17
Craft Shop .....	17
Financial Aid .....	17
Job Opportunities (Summer and Part-Time) .....	18
Housing and Residence Life .....	19
Residence Life Division .....	19
Housing Division .....	19
Food Service Division .....	20
Administrative Division .....	20
Student Life .....	21
New Student Orientation .....	21
Commuting Freshman Students .....	21
International Students .....	21
Minority Students .....	21
OASIS (Older Adult Student Information and Services) .....	22
Off-Campus Housing .....	22
INFOrmation .....	22
Withdrawal From the University .....	22
Health Service .....	22
Health Service Hours .....	23
Speech and Hearing Clinic .....	23
Counseling Service .....	23
Disabled Student Services .....	24
Career Services Center .....	25
SIGI (Computerized Guidance System) .....	25
Placement Activities .....	25
Graduation .....	26
WVU Alumni Association .....	26

# Contents

---

<b>OTHER SERVICES AND FACILITIES</b> .....	27
Library .....	27
Book Stores .....	27
Check Cashing .....	28
University Advising Center .....	28
Writing Laboratory .....	28
Reading Laboratory .....	29
Mathematics Learning Center .....	29
Copy Centers .....	29
Intercollegiate Athletics .....	29
Postal Service .....	30
Self-Service Postal Facility .....	30
Publications .....	31
Daily Athenaeum (Student Newspaper) .....	31
Monticola (Yearbook) .....	31
West Virginia University Literary Review .....	31
WWVU-FM .....	31
Telephone System .....	32
WVU Residence Halls Dialing Instructions and Information .....	32
WVU Directory .....	32
Public Safety (Security) .....	32
How You Can Help .....	33
Precautions You Should Take .....	34
Center for Women's Studies .....	34
WVU Computing Services .....	35
Day Nurseries and Child Care .....	36
<b>STUDENT ADMINISTRATION</b> .....	38
Executive Officers .....	38
Board of Governors .....	38
Judicial Board .....	38
Executive Committees .....	38
University-Wide Committees With Student Representation .....	40
Program Advisory Board .....	40
Programming Committees .....	40
Full-Time Student ID Card .....	43
Student ID Card .....	43
Graduate Student ID Card Package and Special Fees .....	44
Spouse Activities Card .....	44
Spouse Identification Card .....	44
WVU Calendars of Events .....	44
<b>STUDENT ORGANIZATIONS</b> .....	45
Requirements and General Information For Recognized Student Organizations .....	45
Student Organization Office .....	47
Recognized Student Organizations—Spring 1985 .....	47

# Contents

---

<b>GENERAL INFORMATION AND REGULATIONS</b> .....	53
Affirmative Action .....	53
Auto Laws .....	53
Banners, Posters, and Stickers .....	53
Behavior at Sports Events .....	54
Days of Special Concern .....	54
Lost and Found .....	54
Discovery and Recovery Procedures .....	55
Open Forum .....	55
Parking and Traffic Regulations .....	55
Towing Review Committee .....	56
Bicycles .....	56
Passports .....	57
Representing the University .....	57
Solicitation .....	57
Speaker Policy .....	58
Trespassing .....	58
Facilities Use by Student Organizations .....	58
Voter Registration .....	59
<b>DISCIPLINARY PROCEDURES, DUE PROCESS, RULES, AND REGULATIONS</b> .....	59
<b>QUESTIONS, SUGGESTIONS, AND GRIEVANCES</b> .....	59
Academic Matters .....	60
Further Appeals .....	60
Academic Due Process .....	60
<b>TRANSPORTATION SCHEDULES</b> .....	61
<b>1985-86 COORDINATORS OF GRADUATE PROGRAMS</b> .....	66
<b>THE APPENDIX</b> .....	67
Appendix A—West Virginia University Code of Student Rights and Responsibilities .....	67
Appendix B—Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges .....	86
Appendix C—Policy Regarding Academic Rights and Responsibilities of Students .....	96
Appendix D—West Virginia University Policy on the Family Educational Rights and Privacy Act .....	99
(Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information) .....	101
Appendix E—Residence Halls .....	102
Appendix F—WVU Library System .....	110
Appendix G—WVU Policy on Sexual Harassment .....	114
<b>CAMPUS MAPS</b> .....	115-116

# University Calendar

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## First Semester, 1985-86

August 22, 23, Thursday and Friday ..... New Student Orientation  
August 23, Friday ..... General Registration  
August 26, Monday ..... First Classes  
August 26, Monday ..... Late Registration Fee in Effect for All Students  
August 30, Friday ..... Last Day to Register, Add New Courses,  
Make Section Changes, Change Pass/Fail and Audit  
September 2, Monday ..... Labor Day Recess  
September 16-17, Monday and Tuesday ..... Rosh Hashanah—  
Days of Special Concern  
September 25, Wednesday ..... Yom Kippur—Day of Special Concern  
October 11, Friday ..... Mid-Semester  
October 11, Friday ..... Mid-Semester Reports Due  
November 1, Friday ..... Last Day to Drop a Class  
November 23, Saturday,  
to December 1, Sunday, inclusive ..... Thanksgiving Recess  
December 12, Thursday ..... Last Day to Withdraw From University  
December 13, Friday ..... Last Classes  
December 16, Monday,  
to December 21, Saturday, inclusive ..... Final Examinations  
December 22, Sunday,  
to January 9, Thursday, inclusive ..... Christmas Recess

## Second Semester, 1985-86

January 10, Friday ..... General Registration  
January 13, Monday ..... First Classes  
January 13, Monday ..... Late Registration Fee in Effect for All Students  
January 15, Wednesday ..... Martin Luther King, Jr. Birthday Recess  
January 20, Monday ..... Last Day to Register, Add New Courses,  
Make Section Changes, Change Pass/Fail and Audit  
February 7, Friday (Not a Holiday) ..... West Virginia University Day  
February 17, Monday ..... Presidents Day Recess  
February 28, Friday ..... Mid-Semester  
February 28, Friday ..... Mid-Semester Reports Due  
March 8, Saturday, to March 16, Sunday, inclusive ..... Spring Recess  
March 21, Friday ..... Last Day to Drop a Class  
March 28, Friday ..... Good Friday—Day of Special Concern  
March 31, Monday ..... Easter Recess  
April 8, Tuesday ..... Faculty Assembly  
May 1, Thursday ..... Last Day to Withdraw From University  
May 2, Friday ..... Last Classes  
May 5, Monday, to May 10, Saturday, inclusive ..... Final Examinations  
May 12, Monday ..... Grade Reports for All Graduates  
Due in Dean's Office  
May 13, Tuesday ..... Dean's Reports for All Graduates Due in  
Office of Admissions and Records  
May 17, Saturday ..... Alumni Day  
May 18, Sunday ..... Commencement

*The WVU academic year is divided into two semesters of about seventeen weeks each and summer sessions.*



# Administrative Officials

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## President's Cabinet

Frank A. Franz, Ph.D., *Provost and Vice-President for Academic Affairs and Research*

Herman Mertins, Jr., Ph.D., *Vice-President for Administration and Finance*

John E. Jones, M.D., *Vice-President for Health Sciences*

Edwin F. Flowers, J.D., *Vice-President for Institutional Advancement*

George D. Taylor, Ed.D., *Vice-President for Student Affairs*

William E. Vehse, Ph.D., *Interim Associate Vice-President for Academic Affairs and Research*

John M. Signorelli, M.B.A., *Interim Associate Vice-President for Finance*

Rachel Bussard Tompkins, Ed.D., *Associate Vice-President for University Extension and Public Service*

John W. Fisher, II, J.D., *Executive Officer*

Lewis N. McManus, B.A., *Special Assistant for University Relations*

## Deans

College of Agriculture and Forestry/Agricultural and Forestry Experiment Station, Robert H. Maxwell, Ph.D., (*Interim Dean/Director*)

College of Arts and Sciences, Thomas J. Knight, Ph.D.

College of Business and Economics, Arthur Kraft, Ph.D.

Bureau of Business Research, Tom S. Witt, Ph.D., (*Interim Director*)

College of Creative Arts, Jon S. Whitmore, Ph.D. (*Interim Dean*)

School of Dentistry, W. Robert Biddington, D.D.S.

College of Engineering/Engineering Experiment Station,

Curtis J. Tompkins, Ph.D., *Dean/Director*

Center for Extension and Continuing Education, R. Rudy Filek, Ph.D., *Dean/Director*

College of Human Resources and Education, Diane L. Reinhard, Ph.D.

Perley Isaac Reed School of Journalism, Guy H. Stewart, Ph.D.

College of Law, Carl M. Selinger, J.D.

Library Services, Robert F. Munn, Ph.D.

School of Medicine, Richard A. DeVaul, M.D.

Charleston Division, WVU Medical Center, (Open)

College of Mineral and Energy Resources, John J. Schroder, Jr., M.S.E.M.

School of Nursing, Lorita D. Jenab, Ed.D.

School of Pharmacy, Sidney A. Rosenbluth, Ph.D.

School of Physical Education, J. William Douglas, Ph.D.

Potomac State College, James L. McBee, Jr., Ph.D.

School of Social Work, Nancy L. Lohmann, Ph.D.

Student Life, Betty Boyd, B.A.

## Directors

Admissions and Records, Glenn G. Carter, D.Ed.

Air Force Aerospace Studies (ROTC), Col. John N. Sims, M.B.A.

Alumni Activities, Richard A. Polen, B.S.J.

Book Stores, John J. Porter, M.B.A.

Budget Office, Richard M. Gardner, M.B.A.

Career Services Center, Robert L. Kent, M.A.

Center for Women's Studies, Judith G. Stitzel, Ph.D.  
 Communications Services, Harry W. Ernst, M.S.J.  
 University Editor, John Luchok, B.S.J.  
 Computing Services, Floyd R. Crosby, Jr., B.S.B.Ad.  
 Controller, William A. McCune, M.B.A., (*Interim*)  
 Counseling Service, James F. Carruth, Ph.D.  
 Educational Telecommunications, C. Gregory Van Camp, M.S.J.  
 Energy Research Center, Richard A. Bajura, Ph.D.  
 Facilities Planning and Management, William J. Campbell, B.S.  
 Gerontology Center, Lucille Nahemow, Ph.D.  
 Housing and Residence Life, Stephen S. Showers, M.Ed.  
 Human Resources, S. Thomas Serpento, M.A.  
 Institutional Research, Edwin R. Smith, Ed.D., (*Interim*)  
 Intercollegiate Athletics, Fred A. Schaus, M.S.  
 Internal Auditing, William R. Quigley, B.S., C.P.A.  
 Military Science (Army ROTC), Lt. Col. Ernest K. White, Jr., M.A.  
 Mountainlair, Daniel N. Adams, Ed.D.  
 Off-Campus Credit, Edsel Gainer, Ed.D.  
 Parking, Transportation, and Mail Service, Robert J. Bates, B.S.M.E.  
 Physical Plant, Dorsey D. Jacobs  
 Public Safety, William S. Strader, B.A.  
 Purchasing, Garry W. Hersman, B.S.  
 Regional Research Institute, Andrew M. Isserman, Ph.D.  
 Sponsored Programs, William W. Reeves, M.P.A.  
 Student Activities and Educational Programs, Robert F. McWhorter, M.S.  
 Student Financial Aid, Neil E. Bolyard, M.A.  
 Summer Sessions, Martha C. Howard, M.A.  
 University Honors Program, Martha C. Howard, M.A.

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 Associate University Editor*

*West Virginia University is an Equal Opportunity-Affirmative Action institution. In compliance with Federal Executive Order No. 11246 as amended, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.*

*The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.*  
 —Office of the President

# Where/Who to Call for Answers

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## QUESTION

## TELEPHONE

Academic Advising Center— <i>Marian C. Jensen</i> .....	293-5805
Admissions and Records— <i>Glenn G. Carter</i> .....	293-2121
Affirmative Action— <i>Marion F. Dearnley</i> .....	293-3430
Agriculture and Forestry— <i>Robert H. Maxwell</i> .....	293-2395
Air Force ROTC— <i>Col. John N. Sims</i> .....	293-5421/2
Alumni Activities— <i>Richard R. Polen</i> .....	293-4731
Ambulance Service.....	296-4494
Arts and Sciences— <i>Thomas J. Knight</i> .....	293-4611
Athletic Policies— <i>Fred A. Schaus</i> .....	293-5621
Publicity— <i>Joseph J. Boczek</i> .....	293-2821
Tickets— <i>Jay Redmond</i> .....	293-3541
Book Stores— <i>John J. Porter</i> .....	293-2711
Business and Economics— <i>Arthur Kraft</i> .....	293-4092
Career Services Center— <i>Robert L. Kent</i> .....	293-2221
Commencement Activities— <i>Nicholas G. Evans</i> .....	293-5800
Computing Services— <i>Floyd R. Crosby, Jr.</i> .....	293-3011
Controller— <i>William A. McCune</i> .....	293-3125
Copy Center— <i>Communications Building (Robert C. Massullo)</i> ...	293-6366
Counseling Service— <i>James F. Carruth</i> .....	293-4431
Creative Arts— <i>Jon S. Whitmore</i> .....	293-4841
Daily Athenaeum.....	Newsroom—293-5092; Advertising—293-4141
Dentistry— <i>W. Robert Biddington</i> .....	293-2521
Disabled Student Services— <i>Gordon R. Kent</i> .....	293-4431
Employment (student) .....	Personnel—293-3405; Work-Study—293-4401
<i>Part-Time/Summer Job Service (Career Services Center)</i> .....	293-2221
Engineering— <i>Curtis J. Tompkins</i> .....	293-4821
Extension and Continuing Education— <i>Rudy Filek</i> .....	293-5691
Financial Aid— <i>Neil E. Bolyard</i> .....	293-5242
(Medical Center)— <i>Kenneth R. Sears</i> .....	293-3706
Pell Grants— <i>Nellie Jo Brissey</i> .....	293-5241
Veterans, Scholarships, and Loans (enrolled students)— <i>Joe Summers</i> .....	293-3331
WVU Achievement Scholarships,	
Performance Grants, W Va. Grants— <i>Dawna J. Martin</i> .....	293-5241
Work-Study Program— <i>John T. Patteson</i> .....	293-4401
Guaranteed Student Loans— <i>Brenda Thompson</i> .....	293-5842
Student Loans (collection & exit interviews)— <i>William H. Watson</i>	293-3310
Fraternities (information) .....	293-4397
Health Service (student)— <i>University Hospital</i> .....	293-2311
Housing and Residence Life— <i>Stephen S. Showers</i> .....	293-4491
Human Resources and Education— <i>Diane L. Reinhard</i> .....	293-5703

**QUESTION****TELEPHONE**

ID Cards— <i>Student Organizations Information Desk</i> .....	293-4397
Information Desk— <i>Mountainlair</i> .....	293-3701
International Students— <i>Barbara R. Alvis</i> .....	293-5611
Intramural Sports and Recreation— <i>David H. Taylor</i> .....	293-5221
Job Opportunities	
Career Services Center (Part-Time/Summer Job Service) .....	293-2221
Personnel Office .....	293-3405
Journalism— <i>Guy H. Stewart</i> .....	293-3505
Law— <i>Carl M. Selinger</i> .....	293-5306
Library Services— <i>Robert F. Munn</i> .....	293-4040/293-5040
Lost/Found— <i>Building where lost or WVU Department of</i>	
<i>Public Safety—William S. Strader</i> .....	293-3136/293-3940
Mathematics Laboratory .....	293-2014
Medical Service— <i>Student Health Service</i> .....	293-2311
Medicine— <i>Richard A. DeVaul</i> .....	293-4511/2
Military Science (ROTC)— <i>Lt. Col. Ernest K. White, Jr.</i> .....	293-2911/2
Mineral and Energy Resources— <i>John L. Schroder, Jr.</i> .....	293-5695
Minority Students— <i>Geraldine C. Belmear</i> .....	293-5611
Monticola (student yearbook) .....	293-3824
Mountainlair	
General Information .....	293-3701
General Policies .....	293-2702
Bowling/Billiards .....	293-2206
Photography Laboratory .....	293-4671
Recreation Center .....	293-2203
Student Programs Box Office .....	293-3919
Natatorium .....	293-2289
News Service— <i>Robert P. Fullerton</i> .....	293-6366
Nursing— <i>Lorita D. Jenab</i> .....	293-4831/293-2650
OASIS (Older Adult Student Information and Services) .....	293-5611
Off-Campus Credit Programs— <i>Edsel Gainer</i> .....	293-2834
Off-Campus Housing— <i>James H. Thomas</i> .....	293-5611
Orientation (new students)— <i>Herman L. Moses</i> .....	293-5611
Parking (general policies) .....	293-5502
Personal Rapid Transit (PRT)— <i>Robert J. Bates</i> .....	293-5011
Pharmacy— <i>Sidney A. Rosenbluth</i> .....	293-5211/293-5101
Physical Education— <i>J. William Douglas</i> .....	293-3823/2
Post Office (WVU)— <i>Shirley M. Butterworth</i> .....	293-4050
Public Safety— <i>William S. Strader</i> .....	293-3136
Reading Laboratory— <i>John L. Van Wert</i> .....	293-4997
Recreation and Intramurals— <i>David H. Taylor</i> .....	293-5221

**QUESTION****TELEPHONE****Residence Halls Information**

Arnold Hall .....	293-2840
Boreman Hall .....	North—293-2010/South—293-5657
Dadisman Hall .....	293-4601
Towers .....	293-2814
Social Work— <i>Nancy L. Lohmann</i> .....	293-3501
Sororities (information) .....	293-4397
Speech and Hearing Clinic (805 Allen Hall) .....	293-4241
<b>Student Activities and Educational</b>	
Programming— <i>Robert F. McWhorter</i> .....	293-4406
Student Administration— <i>Mountainlair</i> .....	293-3813
Student Affairs— <i>George D. Taylor, Vice-President</i> .....	293-5811/2
<b>Student Health Service—University Hospital</b>	
(hours, insurance, policies) .....	293-2311
Student Legal Information .....	293-4897
Student Life— <i>Betty Boyd</i> .....	293-5611
Discipline Committee— <i>Herman L. Moses</i> .....	293-5611
International Students/Foreign Scholars— <i>Barbara R. Alvis</i> .....	293-5611
Local/Commuting Freshman Students— <i>Herman L. Moses</i> .....	293-5611
Minority Student Affairs— <i>Geraldine C. Belmear</i> .....	293-5611
Off-Campus Housing— <i>James H. Thomas</i> .....	293-5611
<b>Older Adult Student Information and Services</b>	
(OASIS)— <i>Thomas S. Sloane</i> .....	293-5611
Orientation Programs— <i>Herman L. Moses</i> .....	293-5611
Student Neighbor Project— <i>James H. Thomas</i> .....	293-5503
Withdrawal from WVU— <i>Thomas S. Sloane</i> .....	293-5611
Student Organizations .....	293-4397
Student Publications— <i>John Luchok</i> .....	293-6366
Summer Sessions— <i>Martha C. Howard</i> .....	293-5989 293-2100
Telephones— <i>Vanessa Wagner</i> .....	293-3531
<b>Tickets</b>	
Athletic Events .....	293-3541
Cultural Events, Pop Concerts, Film Series, Plays .....	293-3919 293-4406
University Theatre .....	293-3020
Tour Guide (WVU)—( <i>131 Coliseum</i> ) .....	293-3489
Transportation (inter-campus) .....	293-5502
<b>University Extension</b>	
and Public Service— <i>Rachel Bussard Tompkins</i> .....	293-2431
University Honors Program— <i>Martha C. Howard</i> .....	293-2100
Veterans Educational Information .....	293-3331
Women's Studies— <i>Judith G. Stitzel</i> .....	293-2339
Work-Study— <i>John T. Patteson</i> .....	293-4401
Writing Laboratory— <i>Myron C. Tuman</i> .....	293-4460
WWVU-FM— <i>Roy E. Gerritsen</i> .....	293-3329

To use WVU's taped information service, dial **293-INFO (off-campus)** or **INFO (University phones)** anytime day or night, except during the summer. Then request the INFOrmation tape you want to hear either by its title or number.

## **Tape**

### **Student Life**

2. OASIS (Older Adult Student Information and Services)
3. Off-Campus Housing
4. International Students Office
5. Minority Student Affairs
7. Town and Commuting Student Information
52. International Travel ID Card

### **Financial Aid**

8. Financial Aid Office Information and Update

### **Student Educational Programs and Activities**

10. Recreation Facilities and Hours (Updated)
11. How to Become a Recognized Student Organization
12. How to Join a Fraternity/Sorority
13. How to Obtain Tickets for Campus Events
14. All About Your ID/PRT Card
16. Student Administration and Programs: How to Get Involved
17. Student Legal Services
40. The Craft Shop
41. Sports Club Information
42. Develop and Print Your Own Pictures
43. Orchestis
44. Ski Season at the Outdoor Recreation Center
92. WVU-FM Information (U-92)

### **Health**

30. University Health Service—How to Use It Effectively
35. The Common Cold
36. Herpes

### **Counseling Service**

19. Student Counseling and Psychological Services Center—General Information
20. Disabled Student Services

### **Academics**

6. How to Withdraw From the University
21. College of Arts and Sciences Advising Center—Services That Can Make Your Life Easier!
22. Pre-Registration—How to Make the System Work *For You!*
24. Where Do You Stand? Learn How to Compute Your Own Grade-Point Average and/or Your Grade-Point Deficiency
31. The Writing Lab
32. WVU Library: Basic Services and Hours
45. WVU School of Pharmacy
47. University Reading Lab
50. Computing Resources at WVU

### **Admissions and Records**

25. Admissions and Records Information

### **Career Services**

18. Career Services for You

INFO taped information service is sponsored by the Office of Student Life and the Office of Housing and Residence Life. If you have any suggestions for additional tapes or about improving INFO, please call the Office of Student Life at 293-5611.

# This Is West Virginia University

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Although 17,000 students enroll annually on the Morgantown campuses, West Virginia University has maintained a friendly, informal atmosphere while growing into a university with all the advantages that academic diversification can offer.

Learning at WVU first means learning your way around. Most undergraduates quickly become familiar with WVU's *Downtown Campus*, the center for academic work in the arts and sciences, business and economics, journalism, and mineral and energy resources. The Downtown Campus is also the center of extracurricular and social activities. Landmarks include Mountainlair, the student union; the Wise Library; colonial Moore Hall; and Woodburn Circle—the ring of oldest WVU buildings. The mast of the battleship *U.S.S. West Virginia* on Memorial Plaza dominates the scene as students move from class to class. About 1,600 undergraduates are housed in University residence halls on the Downtown Campus.

The computer-directed Personal Rapid Transit System (PRT) connects the Downtown Campus with WVU's other Morgantown campus, Evansdale, including the Medical Center. *Evansdale Campus*, the site of most of WVU's expansion, offers the specialized disciplines: creative arts, engineering, law, forestry, agriculture, human resources and education, and social work. The Creative Arts Center houses art, music, and theatre, and across the highway physical education students and athletes use the Coliseum, the Natatorium, the Shell Building, and surrounding facilities. The Towers Residence Halls house 1,900 students. The *Medical Center* is the sprawling home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and the basic medical sciences. West Virginia University Hospitals, Inc., a logical extension of the health sciences classrooms, is a statewide referral center for diagnostic and treatment services. On a knoll overlooking the Medical Center is the Law Center. Nestled between the Law and Medical centers is 57,070-seat Mountaineer Field.

The University administers an off-campus educational program that affects the lives of thousands. The staff of the WVU Center for Extension and Public Service works in all of West Virginia's 55 counties—helping low income families improve their diets, expanding educational opportunities, and developing community advancement programs. Other units of Extension work with farmers and labor unions; educate fire fighters and teachers, and investigate community development problems.

## Policies and Rules—Academic Programs

For information concerning policies and rules governing the academic programs at West Virginia University, students are referred to the current *WVU Undergraduate Catalog*, *WVU Graduate Catalog*, or *WVU Medical Center Catalog*.

For research and teaching purposes, WVU operates 16,500 acres of experimental farms and forests throughout the state and a geology camp in Greenbrier County. The University also administers two-year Potomac State College at Keyser. Other branches include the Charleston Division of the WVU Medical Center, the Wheeling Division of the School of Medicine, and five off-campus graduate centers.

West Virginia University offers its students a variety of off-campus learning experiences—working in state mental hospitals and with social welfare agencies; serving as interns in state government; touring the region with the Puppet Mobile or with performing musical groups; overseas courses in foreign languages and the humanities; seaside biology and geology courses at Wallops Island, Va., through the Marine Science Consortium, and geology classes at the Florida Keys; a U.S. tour in agriculture; and a program in Renaissance and eighteenth-century studies at the Folger Shakespeare Library, Washington, D.C.

The University has sent 20 Rhodes Scholars to Oxford University, ranking WVU among the top 31 institutions in the nation in the number of Rhodes Scholars produced.

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents. The board consists of nine members, appointed by the Governor with advice and consent of the State Senate, and four ex officio members, including a faculty member chosen by the Regents' Advisory Council of Faculty, a staff member chosen by the Regents' Advisory Council of Classified Employees, and a student named by the Regents' Advisory Council of Students—all of whom vote—and the State Superintendent of Schools. The WVU President is appointed by the Board of Regents. The faculty participates in decision making through the Faculty Senate, which is comprised of professors elected by their faculty constituencies. For non-teaching employees, there is the Staff Council, which consists of twelve members elected by their fellow employees in six occupational groups, and Local 814, Laborer's International Union of North America, AFL-CIO.

Students are widely involved in the decision-making process at WVU with students serving on several University-wide committees. Students elect their own student government that communicates student views to the University community.



# Student Fees *(Subject to change without notice.)*

## Undergraduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 130.00 Tuition .....	\$ 500.00
50.00 Registration .....	250.00
180.00 Higher Education Resources Fee .....	565.00
40.00 Athletics Fee .....	40.00
45.00 Transportation Fee .....	45.00
2.50 Daily Athenaeum Fee .....	2.50
2.50 Radio Station Fee .....	2.50
55.00 Health, Counseling, and Program Services Fee .....	55.00
40.00 Mountainlair Construction Fee .....	40.00
20.00 Student Affairs Fee .....	20.00
15.00 Faculty Improvement Fee .....	50.00
<u>\$ 580.00</u>	<u>\$1,570.00</u>

## Graduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 160.00 Tuition .....	\$ 600.00
50.00 Registration* .....	250.00
180.00 Higher Education Resources Fee .....	565.00
40.00 Athletics Fee .....	40.00
45.00 Transportation Fee .....	45.00
2.50 Daily Athenaeum Fee .....	2.50
2.50 Radio Station Fee .....	2.50
55.00 Health, Counseling, and Program Services Fee .....	55.00
40.00 Mountainlair Construction Fee .....	40.00
20.00 Student Affairs Fee .....	20.00
15.00 Faculty Improvement Fee .....	50.00
<u>\$ 610.00</u>	<u>\$1,670.00</u>

## Dentistry and Medicine

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 350.00 Tuition .....	\$ 800.00
50.00 Registration* .....	250.00
475.00 Higher Education Resources Fee .....	1,090.00
40.00 Athletics Fee .....	40.00
45.00 Transportation Fee .....	45.00
2.50 Daily Athenaeum Fee .....	2.50
2.50 Radio Station Fee .....	2.50
55.00 Health, Counseling, and Program Services Fee .....	55.00
40.00 Mountainlair Construction Fee .....	40.00
20.00 Student Affairs Fee .....	20.00
15.00 Faculty Improvement Fee .....	50.00
<u>\$1,045.00</u>	<u>\$2,395.00</u>

\*Tuition and fees for all but Medical Center students and all registration fees are used to retire bond issues that financed construction of University buildings. Funds in excess of this amount are used by the West Virginia Board of Regents. Tuition fees paid by Medical Center students are used for Medical Center purposes.

# Student Services

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## Recreation

### Mountainlair

293-3701

Mountainlair, the student union, is on the Downtown Campus. Its facilities include lounges, an art gallery, browsing library, theatre, snackbar/buffeteria complex, a luncheon dining room, tavern, pastry shop, ice-cream shop, ballrooms, conference/meeting rooms, the Student Administration offices, and the student radio station "WWVU-92."

Other services include notary public, sundries sales shop, and a games area featuring bowling (open and league play), billiards, table tennis, card and table games, electronic games, and pro shop services.

Mountainlair serves as the campus information center, telephone 293-3701.

### Recreation-Intramural Sports

293-5221

This program is primarily responsible for coordinating and providing services in such program areas as intramural sports, informal recreation, sports clubs, outdoor recreation center, photography laboratory, craft shop, and special events. These programs are geared to develop an appreciation for the meaningful use of leisure time. For more information, visit the Recreation-Intramural Sports Office in Stansbury Hall, or telephone 293-5221. You must present your I.D. upon request of a facility supervisor.

### Intramurals

293-5221

West Virginia University offers an extensive leisure-time program of intramural sports. All students are encouraged to become active participants. Sports include: flag football, outdoor and indoor soccer, volleyball, basketball, broomball hockey, softball, swimming and diving, track and field, wrestling. Entry forms for these sports may be obtained in Room 44, Stansbury Hall.

### Facilities Hours

### Informal Recreation

293-INFO (Tape No. 10)

University recreational facilities are scheduled for informal recreation whenever possible. A student ID must be presented when entering any of the facilities.

*Coliseum (indoor)*—Racquetball courts (8), Squash courts (2), and steam rooms.

*Coliseum (outdoor)*—Tennis courts (10 lighted and 4 unlighted), playing fields, and quarter-mile track.

*Old Mountaineer Field*—Jogging, softball, frisbee, flag football, and soccer.

*Natatorium*—Swimming and diving.

*Shell*—Indoor running track, basketball, volleyball, badminton, tennis, and weight room.

*Stansbury Hall*—Basketball, volleyball, badminton, golf cages, and outdoor tennis courts (4).

*Towers*—Tennis courts (4), outdoor basketball courts, playfield, and craft shop.

*VanVoorhis and Chestnut Ridge Fields*—Softball, football, and jogging.

Weekly facility hours may be obtained by dialing 293-INFO and requesting Tape Number 10.

## Outdoor Recreation Center 293-2203

The Outdoor Recreation Center in the basement of the Mountainlair offers camping, hiking, backpacking, and skiing equipment (both downhill and cross country), softball and volleyball equipment, racquetball and tennis rackets, and two bicycles for rental to students. Hours: Monday-Thursday, 9:00 a.m.-7:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.; Saturday and Sunday 9:00 a.m.-1:00 p.m.

Visit the center, or call 293-2203 for additional information.

## Photography Laboratory 293-4671

The Photography Laboratory is on the second floor of Mountainlair near the Financial Aid office. Chemicals and equipment used for developing and printing black and white and color pictures are available. Hours: Monday-Thursday, 3:00 p.m.-9:00 p.m.; Friday-Sunday, 3:00 p.m.-8:00 p.m. Photo Laboratory cards may be purchased at the Outdoor Recreation Center in the Mountainlair

## Sports Clubs 293-2203

West Virginia University sports clubs offer opportunities for students to form a cohesive group to effectively pursue their sport or leisure-time interest. The clubs include: Boomerang, Equestrian, Fencing, Folk Dance, Frisbee, Grotto, Ice Hockey, Karate, Lacrosse, Outings, Racquetball, Rowing, Rugby, Scuba, Shotokan Karate, Ski, Volleyball, and White Water.

Call 293-2203 for additional information.

## Craft Shop 293-3614

Every WVU student can relax, learn craft skills, make gifts, and enjoy the cheerful informal studio atmosphere at the Craft Shop. You can attend at your own convenience, buy materials at cost, and get free, friendly help with techniques and designs. Crafts include leatherwork, molded ceramics, candlecraft, handbuilt and wheel-thrown pottery, batik, jewelry making, and matting and framing.

The Craft Shop is in the basement of Towers III. Hours: Monday-Thursday, 12:00 noon-10:00 p.m.; Friday, 6:00 p.m.-9:00 p.m.; Sunday, 1:00 p.m.-9:00 p.m.

## Financial Aid Mountainlair—293-3331 Medical Center—293-3706

Financial aid consists primarily of scholarships or grants (gift aid with no formal commitment for services or repayment during or following school), loans, and employment (work-study program). Certain units of the University also have a limited number of specialized awards for promising students. All students are eligible to apply for financial aid. Applications are reviewed to determine need and academic merit or potential.

If you want to apply for financial aid, contact one of the Student Financial Aid offices (Second Floor, Mountainlair, or 2008 Basic Sciences Building, Medical Center.) The offices coordinate undergraduate grant programs and scholarships, loans, and work-study employment for all students.

Undergraduate students applying for need-based aid (*examples*, Supplemental Educational Opportunity Grant, National Direct Student Loan, and Work-Study) must apply for the Pell Grants and State Grants each year. The Student Financial Aid Office will assume Pell Grant and/or State Grant assistance when processing institutional applications for aid when appropriate to do so. Applications for enrolled students are available January 1 for the following summer and academic year. (Priority date for filing is February 1.) The deadline for filing is March 1. Students applying for summer aid are encouraged to complete their applications during January. These dates apply to students applying initially, as well as those requesting renewal of their aid. Applications are accepted after the deadline.

Guaranteed Student Loan (GSL) applications should be initiated 10 to 12 weeks before the time the funds are needed. There is no specific deadline for filing GSL applications.

For information on assistantships or fellowships, graduate students should also contact the dean of the college or school in which they intend to do their academic work.

Veterans of the Armed Forces, survivors of deceased veterans, and dependents of total and permanent, service connected, disabled veterans may obtain VA program educational information in the Student Financial Aid Office, Mountainlair. A toll-free line from most West Virginia counties to the Huntington VA Regional Office is also available for direct inquiry or response to the Veterans Administration, (1-800-642-3520).

Detailed information describing programs, application procedures, student rights and responsibilities, and other aspects of student financial aid is available in a variety of publications available in the financial aid offices. Individuals responsible for specific aid programs and their phone numbers are identified under "Where/Who to Call for Answers," (pages 9-11).

*No student should initiate withdrawal from WVU for financial reasons without first having contacted the Student Financial Aid Office to determine eligibility for aid and the availability of funds.*

All students receiving financial aid must contact the Financial Aid Office before withdrawal from WVU. Several programs require a specific number of credit hours to maintain eligibility. It is advisable to contact the Financial Aid Office before reducing the credit-hour load undertaken at the beginning of any enrollment period.

Students failing to make academic progress towards their degree will be denied aid for subsequent enrollment periods until minimum requirements are fulfilled. Details on academic progress are available in the financial aid offices.

## **Job Opportunities (Summer and Part-Time) 293-2223**

A Summer and Part-Time Job Service is operated by the WVU Career Services Center in Mountainlair. Its purpose is to place WVU students in part-time or temporary jobs in Morgantown and the surrounding area.

While the program is primarily a referral service, it also is interested in the career plans of the student. Attempts are made to match the student with a part-time job related to his or her career plans and personal interests. If you have a special talent or skill, perhaps you can be matched with a job that will utilize it.

If you wish to participate in this program, stop by the Career Services Center and talk with one of the staff. You will have a brief interview and fill out a Student Information Form. When a job becomes available you will be contacted for an interview with the employer of that particular job opening.

The office is in the Career Services Center. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., (telephone 293-2221).

You may also learn about campus student job opportunities by contacting the Department of Human Resources in Knapp Hall, (293-3405). Foreign student employment must be in accordance with the provisions of visa limitations.

## Housing and Residence Life

293-4491

### Residence Life Division

The Residence Life Division has responsibility for all student life matters, including student welfare, staffing, programs, and group and individual advising. Resident Assistants, members of the residence hall program staff, live on the floors with the students and have primary responsibility for the well-being of all residents. They are upperclass students selected on the basis of their skills, interests, and abilities to assist and advise students in gaining maximum benefits from their educational experiences at WVU.

Resident Directors, who are graduate students, supervise Resident Assistants and live in the area for which they are responsible. Trained to be sensitive to the needs and concerns of college students, Resident Directors advise residence hall government, provide programming coordination, and are active in building a sense of community within each residence hall.

Area Coordinators are specially trained individuals who supervise student life in each major single-student residential area. Their primary responsibility is the supervision and training of Resident Directors and Resident Assistants in their area.

The Assistant Director for Residence Life provides overall direction and focus for the student development programs and supervises the Area Coordinators.

### Housing Division

The Housing Division is responsible for the physical plant management of the residence halls and apartments. Management of the division is coordinated through four residential areas—Towers, Boreman, Dadisman, Arnold/University Apartments. Each area manager is responsible for the housekeeping, maintenance, and physical plant administration in his or her management area.

The Superintendent for Maintenance is responsible for the coordination and quality control of maintenance services and supervises specialized trades personnel.

The Conference Manager is responsible for supervising, coordinating, and directing the personnel engaged in the vending and tavern service, supervising the receiving, storing, and dispensing of purchased items, and insuring proper operation of machinery and equipment.

The Assistant Director for Housing supervises the housing management staff, coordinates safety and security matters, initiates and monitors major renovations, purchases furnishings and equipment, and is responsible for policy and budget development for the Housing Division.

## Food Service Division

The Food Service Division is responsible for providing nourishing and well-balanced meals in attractive dining facilities. In addition, the division manages the vending, snack bar, and cash line operations.

Each of the three dining halls is managed by a professional Food Service Manager whose prime objective is the preparation of nutritious, wholesome meals at the lowest possible cost to the student. Students are encouraged to become acquainted with the managers who are open to suggestions to improve services.

The Dietitian is responsible for standardization of all recipes, establishing standards of quantity and quality control, planning special events, and conducting training sessions for the employees. A continuous effort is made to improve both the quality and variety of menus offered, and to cater to the varied tastes, appetites, and food idiosyncrasies of over 3,300 customers.

The Assistant Director for Food Service provides the overall leadership for food service operations. Specific tasks include menu planning, specification writing for food commodities and equipment, policy development, and budget preparation and monitoring.

## Administrative Division

The Administrative Division is responsible for administrative services of the Department of Housing and Residence Life.

The Administrative Assistant for Room Assignments processes all assignments, changes, and billings for the assignable space in the residence halls and apartments.

The Business Manager supervises all accounting and budget transactions and manages the department's data processing systems.

The Administrative Assistant for Personnel serves as the department's personnel officer, processes payroll transactions, and assists the Assistant Directors concerning employee orientation.

The Assistant Director for Administration is responsible for the overall supervision of the Administrative Division. In addition, specific responsibilities include budget preparation and research, public relations and publications, special projects, and administrative assistance to the Director of Housing and Residence Life.

## Student Life

293-5611

The Office of Student Life is located across from the Mountainlair on the Downtown Campus in Moore Hall. Students are encouraged to stop by and visit. Among the services provided by this office are the following:

### New Student Orientation

293-5611

All new students (freshman, transfer, international, graduate, and professional) are encouraged to participate in an orientation program before their first semester of enrollment. During the program they are introduced to staff and faculty members in their proposed major, are helped in their registration process, and are given a tour of and information about the campus. New students may contact this office for further information.

### Commuting Freshman Students

293-5611

Any freshman student who has received permission to reside elsewhere than in a University residence hall is encouraged to contact this office. Special programs and activities are sponsored to involve such students in the life of the campus and to offer help and guidance.

### International Students

293-5611

The International Student Office is in Moore Hall and is a focal point of the international student's campus life from the first day of orientation to graduation. The office serves as a link between students from other countries, University administration and faculty, U.S. government agencies, and foreign embassies and consulates.

In order to provide cultural interchange between international students and the community, the International Student Association and organizations from several national groups have special events and programs throughout the year. International Week is held in the spring semester each year and is a high point for each international student.

International ID's and travel information with visits in American homes originate here. We also provide interaction with Morgantown residents and community organizations.

### Minority Students

293-5611

The Minority Student Affairs Office offers help and support in all aspects of campus and community life.

Guidance is provided concerning admissions procedures, housing, employment opportunities, financial aid, tutoring, and University policies in general.

The office participates in programs that enable students to be involved in cultural and social activities. In cooperation with Student Administration and other campus organizations, the office works to involve students with the general University community—students, faculty, staff, and townspeople.

## **OASIS (Older Adult Students Information & Services) 293-5611**

The OASIS Office in Moore Hall exists to help non-traditional aged students in acclimating to the University life-style. Services provided by Tom Sloane, Assistant Dean for Student Life/Non-Traditional Students, include: student advocacy, referrals and information, and special programming.

While OASIS was designed to serve the needs of undergraduates who return to college, many graduate students participate and have assumed leadership roles in group activities. NTSA (Non-Traditional Students Association) was formed as a fully recognized student organization open to both graduate and undergraduate students, full or part-time. Academic support, social and informational programs are planned for the calendar year.

Please call us or drop by Moore Hall.

## **Off-Campus Housing 293-5611**

Students wishing to find housing other than University owned and operated residence halls or apartments may visit this office during the regular University office hours. (Freshman students are required to live in University Residence Halls unless special permission is granted by the Office of Housing and Residence Life.) Available apartments, houses, mobile homes, sleeping rooms, or privately owned residence halls are listed by local landlords. A staff member can offer advice in the search.

## **INFOrmation 293-INFO**

Information about many aspects of University life, from pre-registration information to recreation facilities hours, may be obtained by dialing 293-INFO at any hour of the day or night during Fall and Spring semesters when the University is in session. Please request tapes either by number or title. If you need an up-to-date list of tapes currently available, ask the operator to play the INFO index tape, then call back and request the specific tape you want to hear.

## **Withdrawal From the University 293-5611**

To withdraw from the University, students must come to the Office of Student Life in Moore Hall for an exit interview. (To withdraw means to drop all of your classes for the current semester.) Bring your current student ID card and your fee receipt with you. The interview will require 15-20 minutes. Consult the inside cover of the current *Schedule of Courses* or the *University Catalog* for the schedule of dates to withdraw and receive tuition refunds of 70 or 50 percent.

If any student, including part-time, leaves and does not officially withdraw from the University, his/her transcript will carry failing grades for all courses for which he/she is enrolled.

## **Health Service 293-2311**

The University Health Service is organized to help you maintain healthful well-being. Early care of acute illness and maintenance of a healthier life-style can prevent more serious illness, can reduce time lost from classes, and can



keep you looking and feeling well. All enrolled students who pay the activities fee and have a current ID card (which must be shown) are eligible for services without additional charge. Part-time students, graduate students, staff, faculty, and other WVU students who have not paid the activities fee may use the Health Service on a fee-for-service basis and pay for all tests incurred during their visit. Families of students, staff, and faculty are not eligible.

The Health Service is on the ground floor of University Hospital. Services provided eligible students without charge include: general ambulatory care, laboratory and radiology testing as ordered by Health Service physicians, physical therapy, and nominal contribution toward inpatient charges incurred at University Hospital.

Service is provided on an appointment basis except for those illnesses requiring acute care that cannot wait for an appointment. Cases requiring care not provided by the Health Service are referred to the Medical Center Outpatient Clinics where the student is responsible for all charges incurred. Students with illnesses requiring hospitalization are referred to the University Hospital. No dental care is provided by the Health Service.

A voluntary insurance plan is available to supplement medical care offered by the Health Service and to provide coverage for dependents. This plan provides payment toward hospitalization, surgical and medical fees, and other medical costs. For details of the plan, study the brochures that are mailed to each student every summer, that are available at registration, and that can be obtained at the Health Service.

The Health Service will answer telephone requests from faculty about whether a student sought treatment, but does not issue written excuses to students for class or test absences or in support of petitions to withdraw from classes.

## Health Service Hours

*University Hospital—293-2311*

Regular Hours—8:30 a.m.-5:00 p.m., Monday through Thursday

9:30 a.m.-5:00 p.m., Friday

Limited Service Hours—5:00-8:00 p.m., Monday through Friday

9:00 a.m.-12 Noon, Saturday

1:00-4:00 p.m., Sunday

## Speech and Hearing Clinic

293-4241

Evaluation and treatment of speech, language, and hearing disorders are goals of the Speech and Hearing Clinic (805 Allen Hall), a facility of the Speech Pathology and Audiology Unit in the College of Human Resources and Education. You may seek help for stuttering, articulation and language disorders, etc., as well as English as a Second Language Training. In addition, hearing tests, hearing aid evaluations, and aural rehabilitation services are available. Contact the clinic for an appointment.

## Counseling Service

293-4431/293-4432

The Student Counseling Service provides the University community with a comprehensive program of services and activities for self assessment,

exploration, and development on a completely confidential and voluntary basis. This includes educational, vocational, career, and personal adjustment counseling, marital and couples counseling, psychological testing, consulting, group experiences, stress management training, and seminars on how to enhance and maximize the college experience. The Student Counseling Service offers you an opportunity to "take a course in yourself."

Full fee-paying students are eligible to use this service without additional cost. Part-time students, faculty, and staff can utilize the service on a modest fee basis. The service is on the third floor of the Student Services Center. Hours are from 8:30 a.m. to 5:00 p.m. (or by special arrangement), Monday through Friday.

## Disabled Student Services

293-4431

Located in the Student Services Center on the Downtown Campus and part of the Student Counseling Center, Disabled Student Services (DSS) serves as a resource, information, referral, and service center.

Services provided by DSS include:

- Assistance in obtaining accessible housing, parking, and transportation.
- Individual and group counseling.
- Vocational/career guidance.
- Involvement in the creation of an accessible campus in cooperation with the University's administration, Physical Plant department, faculty, and students.
- Information for faculty on teaching strategies and alternate testing methods.
- Resource for the location and/or provision of interpreters, readers, tutors, note takers, and special equipment, such as variable speed tape recorders, braille typewriter, Optacon, and the Kurzweil Reading Machine, a computer that changes print to speech.
- Transportation is provided for individuals with temporary or permanent mobility impairments. This is a free service and is available on an on-call basis to transport students, faculty, and staff from their places of residence to classes and employment sites and return. Permanently disabled students can schedule their transportation needs a semester at a time.

Services are provided not only to individuals with obvious mobility, sight, or hearing impairments, but also to individuals with hidden disabilities such as diabetes, cardiovascular problems, learning disorders, asthma, allergies, or epilepsy. A disability can be large or small, permanent or temporary, which includes those people who may be on crutches because of broken bones, torn tendons, or sprained muscles. Many of these individuals don't think of themselves as disabled and don't know they can receive support services. In order to provide services in an effective and timely manner, they should let DSS know who they are.

The Handicap Accessibility Committee is a University-wide group whose members represent administration, faculty, staff, and students. This committee is charged with initiating and monitoring program and facility accessibility for disabled members of the University community.

Despite the hilly terrain of the campuses, it is possible for mobility-impaired students to attend classes and earn a degree at WVU. Almost all buildings have

ramped entrances and designated accessible parking areas. Many buildings have other accessible features such as restrooms, telephones, and water fountains. The Natatorium has a pool lift designed so that individuals who use wheelchairs can be easily lowered into the water. Priority route snow and ice removal is provided in cooperation with the Physical Plant department, and classes can be rescheduled to more appropriate locations when needed by the Office of Facilities and Management. (A map of the campus indicating accessible entrances and parking is available upon request from DSS.)

## Career Services Center

293-2221

The Career Services Center in Mountainlair serves not only students who are graduating, but also underclass students in career planning and in locating summer and permanent employment. By providing information about the changing employment market for college graduates and by helping to relate interests and abilities to job possibilities, Career Services Center personnel can aid in making a realistic career choice. Resource material on employers, graduate schools, volunteer experiences, and careers is available for your use. Summer job information also can be obtained in the Career Services Center. (See *Job Opportunities* for information concerning the Summer and Part-Time Job Service sponsored by the Career Services Center.)

## System of Interactive Guidance and Information (SIGI)

SIGI, a computerized career guidance system, attempts to foster rational behavior among students by engaging them in a dialogue that assists in the career decision-making process. Both process as well as content are emphasized. Through the interactive dialogue, forms of simulation and gaming, the student is encouraged to approach the decision-making process as an active participant. SIGI will not tell a student what occupation is best, rather it will give information upon which the student may act.

What SIGI does:

1. Assists students in the process of making a decision on a college major and career.
2. As a career guidance tool it extends the range of services without adding staff.
3. Enhances effectiveness of counselors.
4. Ability to reach more students.
5. Increases career maturity and awareness.

## Placement Activities

Career Services Center personnel can counsel you on techniques of job applications and interviews; aid in locating job sources, both usual and unusual; and provide registered students' credentials to potential employers. Seminars to fit students' needs in relationship to career decision making and looking for jobs are held periodically by Career Services Center staff.

A computerized mini/electronic resume service provides a comprehensive candidate referral and tracking service to employers seeking University graduates. The "Mountaineer Referral Service" is an on-line, interactive candidate referral service designed to refer WVU graduates to employers

seeking candidates in a timely fashion. Students may register by attending Registration Seminars and filing the necessary forms.

At scheduled times throughout the year approximately 1,000 representatives of business, industry, and government visit WVU to recruit new employees. The Career Services Center handles their visits and makes appointments for interested students. SIGNUP, a computer generated interview scheduling system now makes it possible to schedule students requesting interviews with employers in a more fair and equitable manner.

Seniors are urged to attend an Introductory Seminar during Fall Semester to learn more about this very important service.

## Graduation

Graduation ceremonies are conducted on a Sunday, one week following the spring semester final examinations period. Individual colleges and schools may hold special convocation services during the weekend. Contact your dean's office for more information. Doctoral students receive special recognition at the 2:00 p.m. ceremony held in the Coliseum.

A graduation fee of \$20.00 is required of all students at the beginning of the semester or session in which they expect to receive their degrees.

Graduation caps, gowns, hoods, etc., can be purchased at the WVU Book Stores.

## WVU Alumni Association

The West Virginia University Alumni Association is part of a long and proud tradition of service to the state's only land-grant and comprehensive university.

Founded in 1873, the WVU Alumni Association provides services to more than 95,000 alumni, their families and friends. It continues to play a vital role in the total development of the University, creating a direct communications link between the campus community and alumni around the world.

Active membership ensures a continuing interest by the alumni toward the welfare and future of WVU. The purposes of the Alumni Association are: (1) service to the University by the Alumni; and (2) service to alumni members through the Association.

The alumni headquarters is presently located in Purinton House on the Downtown Campus. The Alumni Association is in the process of constructing the Erickson Alumni Center, a new \$1.5 million service facility for alumni and friends, located on the Evansdale Campus.

# Other Services and Facilities

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## Library

293-2440

The University's library system is notable in several fields. The collections in the biological sciences, chemistry, engineering, the Southern Appalachian region, West Virginia history, and Africana are very strong. The Rare Book Room contains limited editions, including the four Shakespeare folios, and the first editions of many works of Dickens, Scott, and Clemens.

The libraries are located throughout the campuses and the hours are posted. The Main Library is the largest and offers a variety of services. The West Virginia Collection and the Audiovisual Library are in Colson Hall.

Branch libraries include the Evansdale Library, Law Library (Law Center); Mathematics Library (Eiesland Hall); Medical Center Library (Basic Sciences Building); Physical Sciences Library (Chemistry Research Laboratory); and Music Library (Creative Arts Center.)

For detailed information concerning WVU library services, see *Appendix E*.

## Book Stores

The University Book Stores have locations on all campuses:

*Downtown-Mountainlair*—(293-7467); open 8:45 a.m.-4:45 p.m., Monday-Friday. Manager/Operations (293-7464); Store Manager (293-7461); Computer Department (293-7465).

*Evansdale-Towers Residence Halls*—(293-4870); open 8:45 a.m.-4:45 p.m., Monday-Friday.

*Law Center*—(293-2492); open 8:15 a.m.-4:00 p.m., Monday-Friday.

*Medical Center*—(293-4849); open 8:15 a.m.-4:00 p.m., Monday-Friday.

*Potomac State College*—(293-5010/788-3011); open 9:00 a.m.-4:00 p.m., Monday-Friday.

*Charleston Medical Center*—(347-1272); open 8:15 a.m.-4:00 p.m., Monday-Friday.

*Jackson's Mill 4-H Camp*—(269-5100); check for daily operating hours.

*Director's Office, Business Affairs, Buying Division*—(293-2711); open 8:00 a.m.-4:30 p.m., Monday-Friday.

*Institutional Sales*—(293-3725); open 8:00 a.m.-4:30 p.m., Monday-Friday.

All retail operations are open extended hours during the registration period and special hours as advertised.

The Book Stores sell general books, textbooks, books by West Virginians and about West Virginia, paperbacks, complete line of computers and magazines, school and office supplies, professional books, laboratory supplies, photographic supplies, gift items, greeting cards, imprinted gift items, and wearing apparel, as well as gift certificates.

Students are invited to visit the Book Stores Director's Office with questions and suggestions concerning their operations.

The Book Stores also provide film processing, special orders, mail order service, and rentals. As an additional service the Book Stores purchase used textbooks. Prices paid are determined solely by current use of the national market value established by price guides issued by wholesale used college textbook dealers.

The University Book Stores are completely self-supporting. State law specifies that the Book Stores can obtain no financial support from any other sources. All monies earned must be used to finance their operations.

## Check Cashing

Automatic teller machines for check cashing are available at five locations on the Morgantown campuses. Students can either open local bank accounts or arrange for CashStream network cards with their hometown banks.

The five CashStream automatic teller machines are located near the Mountainlair Little Theater; in the main lobby of Towers Residence Halls; beside the Parking Garage on Prospect Street; at the University Hospital cafeteria entrance; and in the main corridor of the Basic Sciences Building at the Medical Center.

First National Bank of Morgantown, as the low bidder to supply the service, installed and operates the five campus automatic teller machines.

Most local businesses will not cash checks drawn on out-of-town banks. Students who don't want to open checking accounts with Morgantown banks should determine if their hometown banks offer 24-hour card service and are tied in with the CashStream network so they can use the campus automatic teller machines to cash checks.

## University Advising Center

293-5805

The University Advising Center is a centralized academic advisory system for all lower-division students in General Studies and those students in pre-professional programs leading to degrees in business and economics, journalism, medical technology, nursing, pharmacy, and physical therapy. Students who have not yet determined a major are also advised here.

The University Advising Center is in the Student Services Center near Mountainlair on College Avenue. Hours are 8:30 a.m.-12:00 noon and 1:00 p.m.-5:00 p.m., Monday through Friday.

Students' records and advisers are in a central location and the Advising Center staff—including faculty members and graduate students—is available to advise and help students. Individual advising, group advising, orientation to study techniques, career opportunities, and adjustment to University life are provided. Students learn about the University and its many services and facilities to help them make the most of the opportunities of their academic life.

## Writing Laboratory

293-4460

If you want to improve your ability to write clear and readable prose, the Department of English offers individualized instruction at its Writing Laboratory in Stansbury Hall. Open Monday through Thursday, the laboratory serves those students who are weak in writing and those who are strong but want to become stronger.

The laboratory is staffed by Department of English faculty, peer-tutors, retired-teacher volunteers, and others; they work with students in English 1 and 2, with upperclass students, and with graduate students. In short, anyone who needs help with a writing problem, whether it be punctuation in a theme or organization in a geology paper, can find that help in the writing laboratory.

## Reading Laboratory

293-4997

The University Reading Laboratory provides free training in reading and study skills to all University students. Located in 139 Stansbury Hall, the lab is available from 8:30 a.m. to 5:00 p.m., Monday-Friday, with no appointment needed. Students may sign up for small group mini-courses or individual sessions in which they learn more effective and efficient strategies to apply immediately to their other courses. Additional services are also provided in speed reading or professional test preparation (e.g., G.R.E., G.M.A.T., L.S.A.T., etc.) Come down and see if we can help you succeed academically.

## Mathematics Learning Center

293-2014

The Mathematics Learning Center is in rooms B-20-B-23 of Eiesland Hall. It is open Sunday through Friday. (Eiesland is pronounced AZE-lund.)

In Room B-20, faculty and graduate students in the Department of Mathematics assist students who need help in lower-division mathematics.

In Rooms B-21-B-23 of the Learning Center, students may use audiovisual materials for aid in learning the material in lower-division mathematics courses, Statistics 101, and pre-college mathematics.

## Copy Centers

The WVU Office of Publications furnishes copy service for University work to students, faculty, and staff through copy centers located in the Communications Building on Patteson Drive (293-6366); 2023 Basic Sciences Building in the Medical Center (293-5069); 407 Allen Hall (293-3467); and Seneca Room, Mountainlair (293-2040).

Clear, typewritten, or legible copy on white paper is necessary to achieve good reproduction. The copy centers are capable of reproducing master's theses and doctoral dissertations according to WVU standards.

## Intercollegiate Athletics

293-5621

West Virginia University has a comprehensive intercollegiate athletic program consisting of teams in football, cross country, basketball, wrestling, baseball, swimming, track, tennis, rifle, and soccer, as well as a women's program including teams in tennis, cross country, gymnastics, volleyball, swimming, track, and basketball. Major athletic facilities include: 50,000-seat Mountaineer Field, Shell Building, WVU Coliseum, Natatorium, a soccer field, baseball field, all-weather olympic track, and tennis courts. All intercollegiate athletic activities are administered under the President of WVU, the Director of Athletics, and the Athletic Council which is composed of five faculty, two alumni, and two students elected annually by the student body.

West Virginia University is a member of the National Collegiate Athletic Association and the Atlantic 10 Conference.

The Atlantic 10 is the former Eastern Athletic Association (Eastern 8) that began operation in 1976-77.

Members are: Duquesne, George Washington, Massachusetts, Penn State, Rhode Island, Rutgers, St. Bonaventure, St. Joseph's, Temple, and WVU

The overall policy of WVU regarding the eligibility of students to participate in intercollegiate sports is as follows (individual schools or colleges within WVU may make more stringent rules):

1. A student who is registered for at least 12 semester hours of credit per semester is considered to be a full-time student.

2. Each school or college will evaluate "satisfactory progress toward a degree." Each school or college will designate a single individual who will speak for that unit on this matter.

3. A student with an overall grade-point average of 2.0 or higher is considered to be in good standing. However, probationary students with less than a 2.0 grade-point average are eligible to participate in student activities such as athletics, student organizations, performing groups, etc., provided they meet the following requirements: (a.) At the end of the first year, he/she must have at least a 1.6 grade-point average; (b.) At the end of the second year, he/she must have at least a 1.7 grade-point average; (c.) At the end of the third and fourth year, he/she must have at least a 1.9 grade-point average; and (d.) At graduation he/she must have at least a 2.0 grade-point average.

## Postal Service

293-4050

The campus Post Office in Towers Residence Halls provides limited postal services. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. **You may use campus mail service (without postage) to all University departments, and Towers, Boreman, Arnold, Dadisman, and Stalnaker halls only, but be sure to drop envelopes in campus mail boxes only.** If you are in doubt about how to use the campus mail system, ask any University secretary.

Mail coming into the residence halls is sent directly to your centrally located mail box.

To help insure prompt delivery of incoming mail, please inform your correspondents to put your full name and complete address on envelopes. *For example:* Mary Jane Doe, The Towers, Room 333, West Virginia University, Morgantown, WV 26506. Unless complete information is included on the envelopes, letters either may be delayed several days or returned to senders for more complete addresses.

Books of stamps, envelopes, postcards, and aerogrammes may be purchased at the Towers Post Office.

*West Virginia University's ZIP is 26506; the ZIP for Morgantown proper is 26505.*

## Self-Service Postal Facility

The U.S. Postal Service operates a self-service facility on Prospect Street on the Downtown Campus near Mountainlair and Clark Hall of Chemistry.

The 24-hour service permits you to purchase books of stamps, post cards, envelopes, combinations of single stamps, and to insure packages up to valuations of \$15.00. The facility has a change-maker, a domestic rate chart, and a direct telephone to the Morgantown Post Office to obtain postal information.

Outgoing mail is picked up daily at the facility.



## Publications

The *Daily Athenaeum* and *Monticola* are produced entirely by students under supervision of the WVU student-faculty Committee on Student Publications.

### Daily Athenaeum

293-5092

The *Daily Athenaeum* (Ath-u-nee-um) is the student newspaper. You pay a fee at registration which entitles you to receive the paper for the semester. The *Daily Athenaeum* office is at 284 Prospect Street. The Advertising Office can be reached by calling 293-4141.

### Monticola

293-3824

The *Monticola* (Mon-TICK-oh-lah) is WVU's official yearbook, available for a nominal price. To facilitate full-year coverage, it is printed during the summer and mailed to your home about August 1. The *Monticola* business office is at 284 Prospect Street; telephone 293-3824.

*Monticola* means "dweller in the mountains."

### West Virginia University Literary Review

293-3107

The *West Virginia University Literary Review* is issued annually during the Spring Semester by the English Club. Submissions from the University community are welcome. The magazine is sponsored by the Department of English and by Student Administration. For information please contact Professors Virgil Peterson and Lloyd Davis, Department of English, Stansbury Hall.

## WWVU-FM

WWVU-FM is the student-operated, non-commercial radio station at WVU. Operating in stereo at 91.7 MHz with 380 watts, "U-92" offers a wide variety of alternative radio programming to the WVU campus and the Morgantown area.

WWVU-FM is affiliated with the ABC-FM Radio Network, subscribes to the Associated Press wire service, and is a member of the National Association of Broadcasters and the Intercollegiate Broadcasting System. Funding for the radio station comes from student fees and donations. "U-92" operates 24 hours a day throughout the year from 6:00 a.m. Monday through midnight Sunday every week.

Programming is designed to provide an alternative to the commercial radio stations in the area, and is primarily targeted to the University community. News, sports, public affairs, and public service announcements are targeted in the same manner. All staff positions are filled by WVU student volunteers. Six department directors receive semester stipends. Limited work-study positions are available.

Studios and offices are in Mountainlair. Offices are open 8:30 a.m.-5:00 p.m., Monday-Friday. Phones: Office—293-3329, News-Sports—293-NEWS, Requests—293-FM92.

## Telephone System

293-3531

West Virginia University has a direct-dial telephone system and every University-owned residence hall room has a telephone. The telephone in your room is there for your convenience.

## WVU Residence Halls Dialing Instructions and Information

*Calls Within West Virginia University:* Dial the listed 4-digit number.

*Local Calls:* Dial 9 + the 7 digit local telephone number.

*Long Distance Calls Within Area Code 304:* Dial 8 + the 7 digit telephone number (wait for the special tone) + personal security code.

*Long Distance Calls Outside Area Code 304:* Dial 8 + Area Code + the 7 digit telephone number (wait for the special tone) + personal security code.

*800 (Toll Free) Calls:* Dial 8 + 800 number + personal security code.

*Operator Assisted Calls:* Use the pay phones located in the residence halls.

*Long-Distance Information:* Dial 8 + 555-1212 + personal security code (in-state) or Dial 8 + area code + 555-1212 + personal security code (out-of-state).

*Local Information:* For local numbers dial 8 + 1 + 411 + personal security code.

*Unanswered Calls:* If a call is unanswered, staying on the lines ties up costly facilities. Therefore, if you stay on the line for more than EIGHT (8) RINGS, you will be charged for a completed call.

*Equipment Problems:* Call AT&T Repair 9 + 1 + 800 + 242-2121.

*Line Problems:* Call C&P Repair 9 + 1 + 954-2222.

*Long-Distance Problems:* Call your On-Campus Representative at 7348.

**IMPORTANT NOTE:** To use long-distance service from residence halls telephones, you will receive a personal security code (PSC) for which you will assume full responsibility. Use of this PSC is an extension of credit and you will pay for all charges incurred with the use of the PSC. Should the PSC be lost or stolen you will continue to be responsible for calls made until you notify the Residence Hall Long-Distance Telephone Network. Non-payment of the charges incurred will result in the disconnection of your code and your account being turned over to the University for further action. There will be a \$10.00 charge for the re-activation of any disconnected PSC.

## WVU Directory

The *West Virginia University Directory*, published annually, lists students, faculty, and staff. The *Directory* is available for purchase at the WVU Book Stores.

*If your telephone number changes, please notify the University Operator (293-4343) immediately so that she may update her file for future use in giving your number to callers.* You should also go to the Office of Admissions and Records and fill out a form that will change your number in the computer file from which the student information is taken for the next *WVU Directory*.

## Public Safety (Security)

293-3136

The WVU Department of Public Safety (DPS), 440 Medical Center Dr., provides 24-hour, seven-day-a-week service that includes both security protection and trained police personnel.

Professional training is required of all WVU DPS officers. They receive basic training and continued in-service training designed to further develop professional skills. Certain officers attend advanced and specialized training courses at formal law-enforcement schools.

West Virginia University DPS officers are duly commissioned peace officers. Their appointment is authorized by the West Virginia Board of Regents under law enacted by the West Virginia Legislature. WVU DPS officers have full police authority upon any premises owned or leased by the State of West Virginia and under the jurisdiction of the Board of Regents.

Under their oath of office, each DPS officer has the duty to arrest, *without warrant*, any person who, in the officer's presence, is committing a breach of peace, a misdemeanor, or a felony. The DPS officer has the duty to seek a warrant for the arrest of any person for whom the officer has adequate information of the commission of any crime.

West Virginia University DPS officers have authority to assist local police officers on public highways in traffic control *when such traffic is generated as the result of special activities sponsored by WVU*.

When a violation of a University regulation governing students or faculty or staff members is committed in the presence of a WVU DPS officer, the officer will ascertain the name of the offender, if a member of the faculty or staff, or the officer will take up the ID card of the violator, if the offender is a student. The student's ID card is delivered to the Office of Student Life with a description of the violation. The officer involved will testify, if called, in subsequent hearings. The name of the faculty and staff member is reported to the President, with a description of the violation.

When help is requested from the WVU Department of Public Safety, the person asking for help surrenders initiative to the officer when the officer arrives. Interference with a WVU DPS officer involved in the discharge of the officer's duties is in itself a crime, and renders the person interfering subject to arrest and prosecution.

Members of the University community are vulnerable to the same crime problems encountered by residents of any metropolitan area. The primary purpose of the WVU Department of Public Safety is to protect the community from criminal activity. Patrolling the campus and surrounding area by the WVU Department of Public Safety is a major factor in keeping crime to a minimum; however, crime exists and the Morgantown community is victimized by criminal acts.

## How You Can Help

You, as a law-abiding member of the University community, can help reduce crime by supporting the WVU Department of Public Safety in its effort to apprehend criminals and utilize preventive measures to reduce criminal acts.

Report immediately any crime, suspected crime, evidence of break-in, and suspicious persons. **Telephone 293-3136 any time, day or night.**

Emergency telephones, linked directly to the Department of Public Safety are at the north end of Brooks Hall, at the east end of Physical Plant Headquarters across from the Towers Residence Halls, and on the Medical Center parking lot on Van Voorhis Road. Emergency telephones in residence halls, linked directly to the Department of Public Safety are in Arnold Boreman, and Dadisman halls, and the Towers

In reporting, remember identifying information and descriptions, such as:  
*Persons:* Name (if known); sex, color, age, height, weight, clothing; and method and direction of escape.

*Automobiles:* License number; make and model; color; outstanding characteristics—rust spots, dents, etc.

*Weapons:* Guns, pistol, revolver (blue steel or chrome); and clubbing instruments, etc.

*Property:* Serial numbers of stolen property and a complete description.

## Precautions You Should Take

If you must remain in a campus building after closing time make an effort to do so in the company of at least one other student (or University employee).

The campus is well lighted but it is wise to use the “buddy system” when walking to your car or traveling to other points. Refrain from using short cuts; stay on well-traveled walkways, pathways, etc.

Additional precautions you should take: walk with a purposeful attitude; do not hitchhike or pick up riders.

If you think you are being followed:

- (1) Go to a well-lighted, well-populated area;
- (2) Cross the street and change your pace;
- (3) Call the police immediately.

Park your vehicle in lighted parking lots; avoid parking near shrubbery, trees, etc., which could conceal a potential attacker.

Personal property, purses, brief cases, etc., should never be left unattended. Take these items with you if you are leaving a classroom or library study area for any length of time.

Try not to carry large amounts of money on your person; do not display large amounts of money.

Make a record of serial numbers of personal property in your room. (A record of your personal credit cards should be maintained.)

Keep your auto locked. Never leave the keys in the ignition; avoid leaving personal items where they are visible on car seats—store them in the trunk instead.

Give your car the quick “once-over” before entering—with a critical eye for possible break-ins or intruders in the rear seat or floor area.

Have the key ready when getting into your car or your house. For more in-depth information on crime prevention and safety, call the WVU Department of Public Safety office (293-3136).

## Center for Women's Studies

293-2339

The Center for Women's Studies was established in 1984 within the office of the Vice-President for Academic Affairs and Research. The Center grows out of West Virginia University's commitment to addressing the complex and varied needs of the women and men of the future. New career opportunities, new flexibility in male and female roles and new economic relations are challenging us all to rethink old assumptions and explore new possibilities for our lives.

The Center for Women's Studies coordinates the interdisciplinary Women's Studies Program. The basic premise of the Program is that knowledge of women's experiences and achievements is fundamental to knowledge of humankind. Women's Studies courses are open to all students, including reentry students whose concrete life experiences can enhance our understanding of contemporary women and men. Each semester, a list of courses and independent study opportunities is available from the Center. Scheduling details can be found in the *WVU Schedule of Courses* under Women's Studies or within the appropriate college or school listings. There are possibilities for individualized interdisciplinary degree programs, and an Undergraduate Certificate in Women's Studies is available. This Certificate is a valuable credential to anyone planning graduate work or employment in teaching, history, literature, medicine, nursing, law, business, social work, personnel management, family resources, etc. Students may receive an Undergraduate Certificate in Women's Studies through a combination of required and elective courses totaling 19 credit hours.

The Center for Women's Studies maintains a resource center of books, articles and library aids to help students in their research and independent reading in women's studies. The Center encourages students—male and female—to participate in the conferences and workshops it sponsors and invites student involvement in planning and carrying out Center activities.

For more information about courses and academic opportunities in Women's Studies as well as other Center activities, contact Judith Stitzel, Director, Center for Women's Studies, 200 Clark Hall, 293-2339.

## WVU Computing Services

293-3011

All WVU students may use equipment at University public computer sites located in these buildings: Colson, Eiesland, and the Evansdale Library. Public sites contain programming manuals; operators are available to answer questions about running jobs. Individual departments may also have computer sites for your use. Typical public site hours are 8:30 a.m. to 1:00 a.m. Monday through Friday and 9:00 a.m. to 6:45 p.m. Saturday, except on University-wide holidays. Specific hours are posted at the sites.

You must have a computer account to use any WVNET computer resources. WVNET is a state-wide network that provides DEC, IBM, and AMDAHL computer access to WVU. Devices may be in a WVU public site, a departmental site, or you may own the device yourself. Generally, instructors will assign you an account for classes where computer use is required. You do not need to apply for these accounts. Graduate students needing research accounts may apply directly for accounts on the IBM computer; the DEC VAX is restricted to instructional use. Accounts should be ready for use in ten working days if you supplied all requested information.

You are responsible for proper use of your computer account. An explanation of proper use appears in the code of Student Rights and Responsibilities.

Programming consulting assistance is provided at Consulting Stations in the Colson Hall and Evansdale Library computer sites. Station hours usually

coincide with site hours. Specific hours are posted at the stations.

Call the Account Specialist, 293-3011, for information about accounts. For other information about computing at WVU, contact the WVU Computing Services Office, 17 Grant Avenue, Morgantown, WV 26506, 304-293-3011

## Day Nurseries and Child Care

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### Alice's Wonderland

Mrs. Alice Lough, Director  
Kindergarten & Day Care Center  
Ages 2-10  
Weekly  
State Approved  
Open 7:00 a.m. to 5:00 p.m.  
Closed only on state holidays  
745 Fairmont Rd., Westover  
Phone: 296-6719  
If no answer, call 983-2033

### Cheat Lake Nursery School & Child Care

Cheat Road, Morgantown  
Nancy Thomas, Director  
Ages: 2-9  
Open 7:00 a.m. to 5:30 p.m.  
Monday thru Friday  
Full Day Care-Morning Nursery School  
State Approved  
Phone: 594-3043

### Chyleen's Two's and Three's Division of

Tiny Tyke Day Care  
116 Ellen Lane  
Cyleen Young, Director  
Phone: 598-0040

### Hardin's Tiny Tyke

Lucille Hardin, Director  
30 years experience  
Pre-kindergarten  
Kindergarten-nursery  
Ages 2-6  
Licensed by state of West Virginia  
104 West First St., Westover  
Phone: 292-8290

### Kinder Haus Nursery School and

Child Care Center  
Ages 2-8  
Open 6:30 a.m. to 5:30 p.m.  
Monday thru Friday  
Accredited Kindergarten  
Licensed by state of West Virginia  
225 Richmond St., Westover  
Phone: 292-7863

### Morgan Child Development Center

481 Christy St.  
Pat Morgan, Director  
Ages 3 months-3 years  
Open 7:00 a.m. to 5:30 p.m.  
Monday thru Friday  
Phone: 599-1978  
Licensed by state of West Virginia

### Morgantown Early Learning Facility

Scott Avenue  
Cathy Zimmerman, Director  
Pre-School, Kindergarten Certified,  
After School Program, Summer Program  
Ages 3-12  
Open 7:15 a.m. to 6:00 p.m.  
Monday thru Friday  
Home Football Saturdays  
Approved by state of West Virginia  
Phone: 291-5845

### Pleasant Hills Day School & Kindergarten

Shirley Ely, Director  
6 Irwin St., Pleasant Hills  
(new building near Airport open 8/85)  
Open 7:30 a.m. to 5:30 p.m.  
Monday thru Friday  
Licensed by state of West Virginia  
Phone: 292-0253

### Presbyterian Child Development Center

Mrs. Margaret Roberts, Director  
331 Forest Ave.  
Ages 2-11  
Open 6:30 a.m. to 5:30 p.m.  
Monday thru Friday  
Licensed by state of West Virginia  
Phone: 292-2194

### Scott's Run Settlement House

Educational and Developmental  
Box 398; Osage, WV 26543  
Roberta Flora, Director of  
Day Care Center  
Director: Melva Humphrey  
Open 6:45 a.m. to 5:30 p.m.  
Monday thru Friday  
Ages: 2-14  
State approved  
Sliding scale fees  
Phone: 599-5020

Serendipity Pre-School  
 Virginia Pailes, Director/Teacher  
 25 years experience  
 Ages: 3-5  
 Open 7:45 a.m. to 3:00 p.m.  
 Two sessions daily: 9:00 a.m. to  
 11:30 a.m. & 12:15 p.m. to 3:00 p.m.  
 375 Boyers Ave., Star City  
 Year-round program  
 Phone: 599-2010  
 Licensed by state of West Virginia

Suncrest Cultural Center, Inc.  
 Nursery School & Kindergarten  
 State licensed Day Care Center  
 Tina Caruso, Director  
 Ages 3 months-12 years  
 Babysitting daily by appointment  
 Open 5:45 a.m. to 5:30 p.m.  
 Monday thru Friday  
 Some Football Saturdays  
 3109 University Ave.  
 Phone: 599-6001

Toddler House  
 Directors: Ellen Williams  
 and Lana Semler  
 375 Boyers Ave., Star City  
 Ages 3-5  
 Open 7:00 a.m. to 5:30 p.m.  
 Monday thru Friday  
 Licensed by state of West Virginia  
 Phone: 599-3366

WVU Department of Family Resources  
 Pre-Kindergarten Child Development  
 Program  
 Bobbie Warash, Director  
 Morning session: 3-year-olds  
 Afternoon session: 4-year-olds  
 900 Rawley Lane (near Towers)  
 Phone: 293-3402

*(An attempt has been made to include all Day Nurseries and Child Care Centers in Morgantown. Any omission is inadvertent.)*

Student Administration is designed to be the representative voice of the student body. This is accomplished through student involvement in the three branches of Student Administration: Executive, Legislative, and Judicial.

Student Administration touches all aspects of student life in an attempt to improve the quality of life for WVU students.

## Executive Officers

Michael Oliverio is Student Administration President and heads the Executive Branch. Michael is from Morgantown and is a graduate student in business administration. His responsibilities as President include representing the interests of the student body to University faculty, administrators, and to various governmental agencies.

Student Administration Vice-President is Patrick K. Mason. Patrick is from Weirton and is currently completing post-undergraduate work in marketing. His duties include chairing the Board of Governors and serving on several University committees.

Vincent Trotta, an electrical engineering major from Edinboro, Pa., is serving as Student Administration Treasurer. The Treasurer chairs the Bureau of Finance which allocates money to University recognized student organizations.

Lorraine Eckard, a third-year law student from Martinsburg, serves as the Attorney General. The duties of the Attorney General include advising Student Administration officers on matters of constitutional or statutory nature. Members of the student body can also contact Lorraine on legal matters within the University community.

## Board of Governors

The Board of Governors is comprised of 11 students elected by the student body. The Student Administration Vice-President chairs the Board. The Board is the policy-setting branch of Student Administration and addresses issues of concern to WVU students.

This year's Board members are: David Alvarez, Jayne Armstrong, Phillip Burnside, Michael Castle, Lisa Colagrossi, Christine Culbertson, Dale Dent, William Matthews, Marsha Miesner, Lawrence Sherman, and Kimberly Wiesner.

## Judicial Board

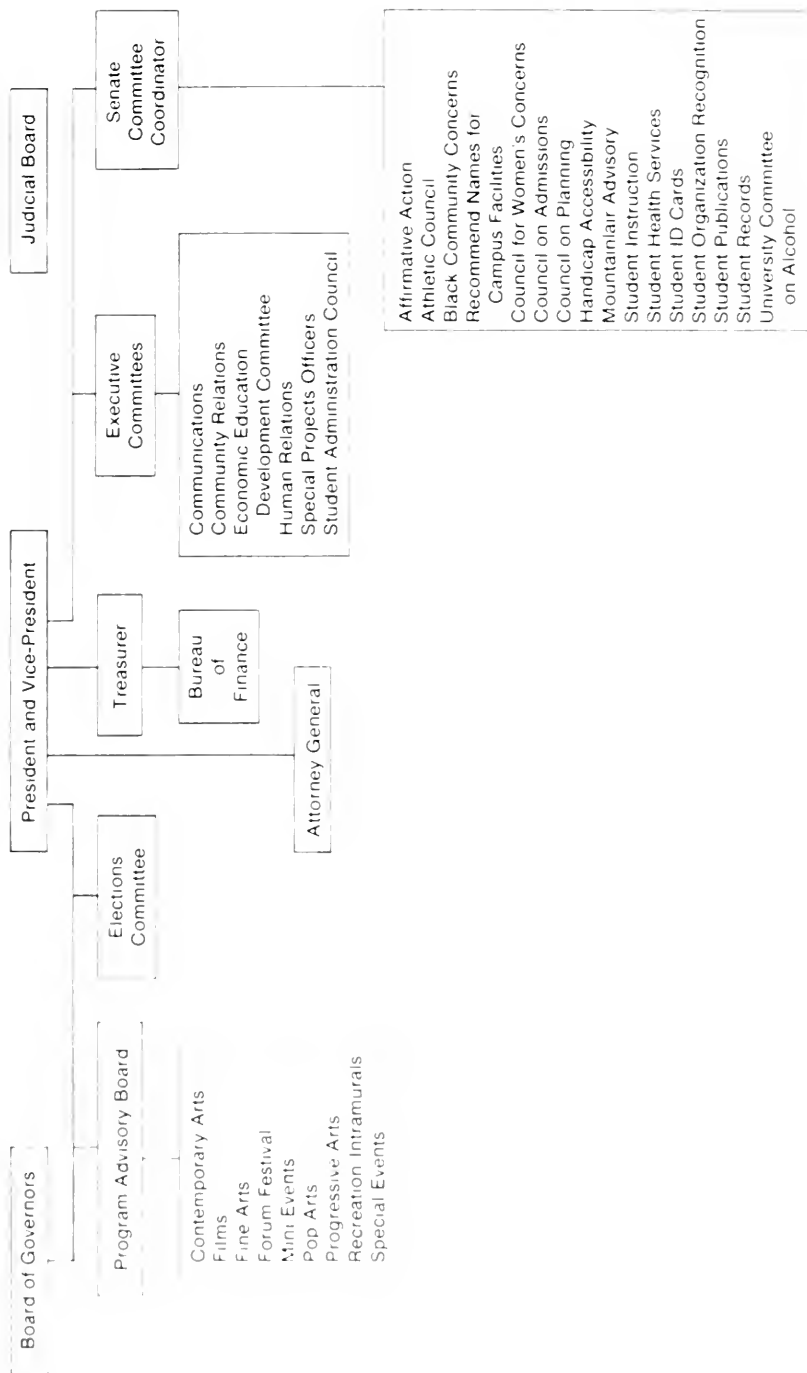
Judicial Board functions include: ruling on conflicts within Student Administration, certifying all Student Administration elections, and addressing other judiciary matters as necessary.

## Executive Committees

*Bureau of Finance*—This committee prepares budget reports for Student Administration and is also responsible for the allocation of funds to University recognized student organizations.



# WEST VIRGINIA UNIVERSITY STUDENT ADMINISTRATION



*Communications*—This committee is responsible for initiating two-way communication between Student Administration and the student body.

*Community Relations*—This committee is responsible for facilitating communication and cooperation between the student body and the Morgantown community.

*Elections*—This committee plans and administers all student body elections.

*Human Relations*—This committee is designed to represent all segments of the student community, to enhance the quality of life for all.

## University-Wide Committees With Student Representation

Affirmative Action Committee

Athletic Council

Black Community Concerns Committee

Committee to Recommend Names for Campus Facilities

Council for Women's Concerns

Council on Admissions

Council on Planning

Handicap Accessibility Committee

Mountainlair Advisory Committee

Senate Committee on Student Instruction

Student Health Services Advisory Committee

Student Organization Recognition Committee

Student Publications Committee

Student Records Committee

University Committee on Alcohol

## Program Advisory Board

The Program Advisory Board (PAB) of Student Administration strives to provide a diverse program of activities for the University Community. Its membership consists of chairpersons from each of nine program committees, Student Activities Advisers, and a PAB Coordinator. The chairpersons are selected each year and are responsible for choosing a well-rounded committee of volunteers that is charged with presenting the best possible selection of programs with its resources. The PAB also works with other student organizations and academic units to present programs of special interest. For information regarding program committees, call 293-3813.

## Programming Committees

Campus social, recreational, intramural, and cultural activities are planned and coordinated by Student Administration with the assistance of the Student Activities programming staff. Committees are selected from students who apply to the Student Administration Office in the Mountainlair.

Freshmen may apply for membership on committees when they arrive on campus in the fall. Interested students may receive information at the Student Administration office in the Student Administration Wing of Mountainlair.

## Contemporary Arts Committee

The Contemporary Arts Committee presents the West Virginia University Arts Series—one of the finest in the state. The Arts Series features outstanding performances in music, dance, and theatre. The committee also sponsors workshops and lecture demonstrations by talented artists. A First Nighter's Club program is offered for students to attend Division of Theatre productions at a discount. Recent performances have included *Sophisticated Ladies*, Murray Louis with the Dave Brubeck Quartet, Pittsburgh Ballet's *The Nutcracker*, Mummenschanz, Obernkirchen Children's Choir, and the National Marionette Theatre.

## Films Committee

The Films Committee selects, presents, and promotes approximately 150 films every year in the Mountainlair theatre. The selection of films includes foreign films shown on Tuesday evenings; current hit films shown on Wednesday and Sunday evenings; and favorite classics shown on Friday and Saturday evenings. Special emphasis is placed on presenting Film Festivals that are in conjunction with other programming events. Films shown in the past have been *Return of the Jedi*, *Monty Python and The Holy Grail*, *Police Academy*, *Gone With the Wind*, *Terms of Endearment*, and *Fanny and Alexander*. Tickets for the films are available one hour before show time at the Student Activities Box Office in the Mountainlair.

## Fine Arts Committee

The Fine Arts Committee brings approximately 15 exhibits each school year to the Mountainlair Art Gallery. The Committee strives to expose the University and surrounding community to a wide range of artistic development. Special emphasis is placed on regional and local artists. The committee members are responsible for selecting the exhibits, mounting and taking down the exhibits, planning opening receptions which feature the guest artists, workshops, bus trips, and special lectures. A Photo Contest and Print Sale are also sponsored annually by the Fine Arts Committee.

## Forum Festival Committee

A main objective of the Forum Festival Committee is to create an awareness of current ideas and issues. The committee attempts to present opposing ideas and opinions without bias, while still keeping up with the high academic and social community standards at WVU. A major responsibility of the committee is to select speakers who possess the expertise to address themselves to vital issues. Members are responsible for coordinating all arrangements for press conferences, receptions, publicity, and hospitality. G. Gordon Liddy, Abbie Hoffman, Mike Farrell, and Coretta Scott King have spoken at WVU.

## Mini Events Committee

The Mini Events Committee presents comedy, novelty, variety, and cabaret type musical entertainment to WVU. Mini Events is charged with providing a selection of low-cost entertainment. Comedians, hypnotists, magicians, and

small concerts are types of programs that are presented. The committee members execute publicity, production, and hospitality for each event. Artists who have performed at WVU include Tom Sullivan, Second City, Gallagher, George Carlin, and Steve Landesburg.

## Pop Arts Committee

The Pop Arts Committee provides WVU with an excellent series of major concerts each year. This series includes contemporary music such as hard rock, rock-n-roll, country, jazz, bluegrass, soul, rhythm and blues, and soft rock. The committee selects popular groups that are of interest to students and the University community. An important responsibility for the committee is to promote the performances and WVU is one of the few universities that promotes its own concerts. Committee members plan publicity, hospitality, and dressing room set-up. The committee also produces an annual Airband Contest in the Spring. Alabama, Chicago, Duran Duran, Neil Young, Grateful Dead, and Chuck Mangione have all performed at WVU.

## Progressive Arts Committee

The Progressive Arts Committee presents free entertainment weekly at the Mountainlair Blue Tic Tavern. In addition to offering fine entertainment the committee offers talented students, staff, faculty, and area residents the opportunity to perform in order to gain practical experience and public exposure. Responsibilities of the membership include selecting, promoting, and presenting local and professional talent.

## Recreation-Intramural Sports Committee

The Recreation-Intramural Sports Committee is an idea-generating committee whose primary purpose is to assist in the program planning of all recreation intramural sports activities. These activities include men's, women's, and corecreational intramurals, informal recreation, sport clubs, Outdoor Recreation Center, Photography Lab, Craft Workshop, and special events. Special events include bus trips to away football and basketball games and lectures by prominent sports figures. All students are encouraged to be active participants in the recreation-intramural sports program.

## Special Events

One of the main objectives of the Special Events Committee is to promote school spirit and to involve WVU students in activities. The committee sponsors Homecoming, Beat Pitt and Beat Penn State weeks, Spring Week, and Holiday Festivities. Committee members organize parades, the Spring Carnival, special contests, pep rallies, and special entertainment.

## Student Activities Box Office

Every full-time student pays a Student Activities fee each semester which provides funding for student activities. Many of the events are free to WVU students; however, various concerts, lectures, films, and the University Arts Series have a reasonable charge.

The Box Office is located on the main floor in the Mountainlair. WVU students are eligible for discount tickets with a valid picture student identification (ID) card. Special ticket sales are held for major concerts. These special sales will be announced in the *Daily Athenaeum*.

The box office is open from 9:00 a.m.-4:30 p.m. Monday through Friday. Call 293-3919 for ticket information. Visa/Mastercard will be accepted.

## Ticket Information

Three box offices are maintained on campus.

Student Activities has a ticket office in the Mountainlair. Information and tickets for all Student Activities programming events may be obtained by calling 293-3919.

The College of Creative Arts box office in the Creative Arts Center handles tickets and provides information for all events sponsored by the Divisions of Music or Theatre. Hours: 12:00 to 4:00 p.m. (Telephone 293-3020.)

The Department of Athletics operates a ticket office in the Coliseum main hallway (enter the Blue Gate). Tickets or information for all athletic events may be obtained by calling 293-3541.

## Full-Time Student ID Card

293-7122

Every full-time student (who has paid full-time student fees) receives an ID card entitling admission to certain WVU athletic events, student administration activities and services, and use of the Health Service, Counseling Service, and Mountainlair.

Carry your ID card at all times. It will be required for admission to events and recreational facilities.

Part-time students may wish to pay the optional student fees (\$205.00) at the time of registration which entitles them to all services and activities provided full-time students.

If your ID card is lost or stolen, a duplicate card may be obtained from the student ID office in the Mountainlair. Replacement of Residence Halls Validine ID cards is arranged through the Validine Office in Towers Residence Hall. A \$10.00 fee will be assessed for the new card.

ID cards remain the property of WVU and must be surrendered upon request by WVU officials. Misused ID cards will be confiscated.

## Student ID Card

293-7122

Students who have paid the minimum \$45.00 special fee can receive a Student ID card (paper card) in the Student ID Office, SOW Mountainlair. The card is valid for examinations, library use, admittance to recreational facilities and certain special events. It is *not good* for admission to University events which require payment of full-time student services fees (\$205.00) such as athletic games, special concerts and health services.

Students who prefer a visual form of identification have the option of purchasing a picture ID card which entitles students the same services as the paper ID card. The cost for this ID is \$10.00 per year and can be purchased in the Student ID Office, SOW, Mountainlair.

## Graduate Student ID Card Package and Special Fees

293-7122

A graduate student with 7 or more hours must purchase the full \$205.00 ID card package, which includes:

\$40.00 Mountainlair Fee	\$45.00 Transportation Fee
\$ 2.50 <i>Daily Athenaeum</i> Fee	\$20.00 Student Affairs Fee
\$ 2.50 Radio Station Fee	\$40.00 Athletics Fee
\$55.00 Health Service Fee	

Graduate students who have fees waived, including graduate assistants, are required to pay a minimum fee of \$45.00. This does not include an ID card. This fee covers: Mountainlair Fee (\$40.00); *Daily Athenaeum* Fee (\$2.50); and Radio Station Fee (\$2.50). These students may wish to pay the optional student fees (\$205.00) at the time of registration which entitles them to a full time student ID card.

Graduate students who hold budgeted graduate assistants positions and pay the minimum of \$45.00 have the option of purchasing health services for \$36.00 per semester. Applications are available from the individual colleges and schools. Personal Rapid Transit (PRT) cards are available for \$45.00 at the WVU Book Stores.

## Spouse Activities Card

293-3919

Student spouses may obtain a special Spouse Activities Card at the Student Activities Box Office in the Mountainlair. The card entitles spouses to the same admission privileges as full-time students to Student Activities sponsored, controlled-admission functions such as films, classic and pop concerts, mini events, and speakers programs.

The cost of the Spouse Activities Card per semester is \$10.50, including sales tax. The student and spouse must appear together and present adequate information to verify identification and marital status. *Note:* This card may not be used for athletic events, check cashing, or other student services.

## Spouse Identification Card

293-5221

A Spouse Identification Card, which enables a student's husband or wife to use University facilities when scheduled for informal recreation, may be obtained at the Recreation-Intramural Sports Office in 44 Stansbury Hall. You must apply in person and present your spouse's WVU Student Identification Card (ID) as proof of University affiliation. If the student desires to obtain an ID card for a spouse, he/she must present his/her University ID card, and spouse identification (driver's license, marriage license, etc.).

## WVU Calendars of Events

Information regarding activities held at WVU can be obtained from or listed in the following publications: (1) the *Weekly Calendar of Events* published by the WVU News Service (293-6366); (2) the *Monthly Calendar* published by Student Activities (293-4406); or (3) the semester *WVU Foundation Calendar* (296-8251).

# Student Organizations

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Student organizations constitute the heart of out-of-the-classroom learning and recognition at WVU. Many of the most important benefits to you and your University develop when you meet with other students of similar interests and work together for a common goal.

Organizations at WVU are so plentiful and so diverse that students should be able to find at least one group whose activities interest them. Everything—from class honoraries, which recognize campus-wide scholastic achievement; to professional groups, which stimulate interest in major fields of study; to interest groups and religious groups and on to hobby, sports, or special interest groups—all these exist at WVU for the students.

## Requirements and General Information For Recognized Student Organizations

- I. Steps necessary in requesting recognition of a student organization:
  1. The proposed organization obtains an application for recognition from the Student Organization Services office in Mountainlair. This application requires that the organization have:
    - a. A constitution justifying the existence of the organization.
    - b. A voting membership consisting only of WVU students.
    - c. Duly elected officers. To hold an elective or appointive office in a recognized student organization, you must be a full-time WVU student. If this is not your first semester at the University, you must have a C average at the time of election or appointment. Furthermore, you may not be on academic or disciplinary probation.
    - d. An adviser who is a full-time faculty or staff member.
    - e. A copy of the national or state constitution or bylaws, if the organization is going to affiliate with a national or state organization.
    - f. A minimum of ten members.
  2. The application must be completed and returned to Student Organization Services in Mountainlair. Until the organization is recognized, the only privilege it will have is use of University facilities in order to complete organizational functions.
  3. After the petition and constitution have been submitted, each organization is eligible to reserve a Mountainlair meeting room not more than two times for the purpose of completing organizational functions. Should additional meetings be required, special approval must be obtained from the Student Organization Office.
  4. The application will be considered by the student-faculty Student Organizations Committee, which makes recommendations to the Director of Student Activities. WVU will withdraw recognition from student organizations whose official governing document denies membership on the basis of race, color, age, sex, handicap, religion, or national origin, as identified and defined by law.
- II. Ordinarily a student organization solicits a membership fee (dues) to meet its expenses. If unforeseeable expenses arise, organizations may

request additional support from the Student Administration Bureau of Finance which maintains a limited budget to help meet such expenses. To request financial assistance from the Bureau, contact the Student Body Treasurer who will arrange to have a member of your organization appear before the Bureau to submit the request.

- III. West Virginia University assumes no legal or financial responsibility for any organization. All organizations are required to comply with all applicable WVU or Board of Regents policies, as well as local, state, and federal laws.
- IV. An activity which duplicates one previously covered by an organization should not be instituted.
- V. Organizations are required to make a semester report to the Student Organization Office. Report forms will be sent to each organization.
- VI. Any revision of or amendments to the constitution of the organization must be approved by the Student Organization Committee and the Director of Student Activities.
- VII. Role of the adviser in student organizations:
  1. Each student organization should maintain consultation with its adviser on matters of program subjects, policies, and finances.
  2. Advisers are required to approve the request of each organization for space needs on University property.
  3. Advisers are required to approve requests for permission to solicit funds on University property and requests going to the Bureau of Finance for money grants.
  4. Advisers must be contacted concerning all extramural correspondence related to the organization.
  5. Advisers are encouraged to keep informed of all organization projects, activities, and meetings.
  6. Organizations are required to have the advisers sign the semester report to the Student Organization Office.
  7. Notification of any change of advisers must be made in writing to the Student Organization Office.
- VIII. Reservations for meeting rooms and equipment:

Reservations for space in Mountainlair must be made in person at the Reservations Office, second floor, Monday through Friday, between 9:00 a.m. and 4:00 p.m. A reservation form must be filled out in complete detail. Mountainlair should not be expected to provide items and services that are not included and described on the form. A complete and accurate form is necessary to insure proper room arrangement, custodial service, food service, and audiovisual support.

If banquet services are requested, Mountainlair Food Service must be given a minimum of two-weeks' advance notice.

Reservations are accepted from recognized student organizations and university departments and administrative divisions. Events held in Mountainlair must conform to the stated purposes and objectives of the organizations. Groups funded by the University will provide University fund and account numbers before reservations are accepted. University recognized student organizations will make reservations through their officers. Reservations which involve receipt of funds will require a



Concession Permit issued by the Student Activities Office, 307 Moore Hall. An audit will be required for each organization engaging in solicitation activities.

No facility usage fee is levied against recognized organizations. However, if technician or other similar special services are required, Mountainlair will levy a charge appropriate for the service requested.

IX. Classroom space for meetings:

Contact the Office of Facilities Planning and Management (Olgebay Hall Annex, 293-2639) for use of classroom space for meetings or activities.

X. Failure to comply with University policies, procedures, and regulations may result in loss of recognition and appropriate disciplinary action.

## Student Organization Office

293-4397

The Student Organization Office in the Mountainlair is a resource center for all recognized student organizations and provides a place for students who desire to contact these organizations.

The office provides program assistance to student organizations and support services, and members may consult with the office on special areas of concern to the organization.

A variety of support services are available. The office provides an information service for student organizations and interested students. Organizational listings that include presidents, advisers, and mailing addresses are available. The office maintains files on all recognized organizations that include copies of their constitutions and other pertinent information. Two display cases in the Mountainlair main concourse are available to advertise events, membership drives, and to promote awareness of the organization. The office will provide a mailbox for use as a central mailing address.

## Recognized Student Organizations—Spring 1985

Accounting Club

Agricultural Mechanization Club

Agriculture and Forestry Council

Agronomy Club

Alpha Delta Pi (Social Sorority)

Alpha Epsilon Delta (Pre-Med Honorary)

Alpha Gamma Rho (Social Fraternity)

Alpha Kappa Alpha (Social Sorority)

Alpha of Phi Zeta (Social Sorority)

Alpha Omega Alpha (Medicine Honorary)

Alpha Phi (Social Sorority)

Alpha Phi Alpha (Social Fraternity)

Alpha Phi Omega (APO-Service Fraternity)

Alpha Tau Alpha (Pro Agriculture)

Alpha Xi Delta (Social Sorority)

Alpha Zeta (Agriculture Honorary)

Amateur Radio Club (W8CUL)

American Advertising Federation

American Association on Mental Deficiency  
American Chemical Society  
American Institute of Aeronautics and Astronautics  
American Institute of Chemical Engineers  
American Institute of Industrial Engineers  
American Marketing Association  
American Society of Civil Engineers  
American Society of Interior Designers  
American Society of Landscape Architects  
American Society of Mechanical Engineers  
American Society of Personnel Administrators (ASPA)  
American Student Dental Association  
Amnesty International USA  
Animal and Veterinary Sciences Club  
Arnold Air Society  
Association for Computing Machinery  
Association of Business Oriented Law Student of WVU  
Association of Chinese Students and Scholars  
Astronomy Club  
  
Bahai Club  
Ballet Ensemble  
Banking and Finance Association  
Baptist Campus Ministry  
Baptist Student Union  
Beta Alpha Psi (Accounting Honorary)  
Beta Beta Beta (Biology Honorary)  
Beta Theta Pi (Social Fraternity)  
Black Unity Organization  
  
CCA Design Group  
Campus Crusade for Christ  
Campus Light Ministries  
Chemical Engineering Graduate Student Organization  
CHI-Students for Christ  
Chi Epsilon (Civil Engineering)  
Chimes (Junior Honorary)  
Chinese Student Association  
Chi Omega (Social Sorority)  
Chi Phi (Social Fraternity)  
Christian on Campus  
Christian Sciences Organization  
Christian Student Fellowship  
Church of Jesus Christ of Latter Day Saints  
Circle K  
Clinical Lab Science Society  
College Republicans  
Collegiate 4-H Club  
Collegiate Society for International Affairs  
Cornerstone Fellowship

Dairy Sciences Club  
 Delta Delta Delta (Social Sorority)  
 Delta Gamma (Social Sorority)  
 Delta Sigma Theta (Service Sorority)  
 Delta Tau Delta (Social Fraternity)  
 DRinC (Drinking Responsibly in College)  
 English Club  
 English Graduate Student Association  
 Equestrian Club  
 Farmhouse Fraternity (Social Fraternity)  
 Fashion Business Association  
 Federalist Society of Law and Public Policy  
 Fencing Club  
 Folk Dance Club  
 Forest Products Research Society  
 Forestry Club  
 Foundry Education Foundation  
 French Club of WVU  
 Friends of Old Time Music and Dance (FOOTMAD)  
 Frisbee Club  
 Future Farmers of America  
 Gay People's Union  
 Geography Club  
 Go Club  
 Golden Key National Honor Society  
 Graduate Association of Mineral Economists  
 Graduate Association of Department of Plant Pathology  
 and Agricultural Microbiology  
 Graduate and Professional Student Association  
 Graduate Resource Management  
 Graduate Social Work Student Organization  
 Helvetia (Sophomore Honorary)  
 Hillel Foundation  
 Horticulture Club  
 Ice Hockey Club  
 India Association  
 Industrial Relations Honor Society  
 Interfraternity Council  
 International Student Association  
 Inter-Varsity Christian Fellowship  
 Japanese Club  
 Ki-Toh-Kan Judo Club  
 Kappa Alpha (Social Fraternity)  
 Kappa Alpha Psi (Social Fraternity)  
 Kappa Delta (Social Sorority)  
 Kappa Delta Rho (Social Fraternity)  
 Kappa Kappa Gamma (Social Sorority)

Kappa Kappa Psi (Band Honorary)  
 Kappa Sigma (Social Fraternity)  
 Isshinryu Karate Club  
 Korean Students Association  
 LaCrosse Club  
 Latin America Solidarity Project  
 Lawyers Guild  
 Light of Life Community  
 Li-Toon-Awa (Sophomore Honorary)  
 Malaysian Student Association  
 MBA Association  
 MIAKA  
 Monticola  
 Mortar Board (Senior Honorary)  
 Mountain (Ranking Honorary)  
 Mountain Jazz Theatre  
 Mountain Stream Monitors  
 Mountaineer Duplicate Bridge  
 Mountaineer Footbag Club  
 Mountaineer Gaming Association of WVU  
 Mountaineer Mensa of WVU  
 Mountaineers Boomerang Club  
 Mu Phi Epsilon (Music Sorority)  
 Music Teachers National Association  
 Muslim Student Association  
 Mu Tau (Med-Tech Honorary)  
 National Association of Jazz Educators  
 National Management Association  
 National Student Speech, Language and Hearing Association  
 Newman Student Organization  
 Non-Traditional Students Association  
 Omega Psi Phi (Social Fraternity)  
 Omicron Nu (Home Economics)  
 Orchesis  
 Order of the Grail  
 Orthodox Christian Fellowship  
 Outings Club  
 Panhellenic Council  
 Percussive Arts Society  
 Phi Alpha Theta (History Honorary)  
 Phi Beta Kappa (Arts and Sciences Honorary)  
 Phi Delta Theta (Social Fraternity)  
 Phi Gamma Delta (Social Fraternity)  
 Phi Kappa Psi (Social Fraternity)  
 Phi Kappa Sigma (Social Fraternity)  
 Phi Lambda Upsilon (Chemistry Honorary)  
 Phi Sigma Kappa (Social Fraternity)

Philosophical Society  
 Physical Education Majors Club  
 Pi Beta Phi (Social Sorority)  
 Pi Epsilon Tau (Petroleum Engineering)  
 Pi Kappa Alpha (Social Fraternity)  
 Pi Kappa Phi (Social Fraternity)  
 Pi Mu Epsilon (Math)  
 Pi Sigma Alpha (National Political Science Honor Society)  
 Pi Tau Sigma (Mechanical Engineering Honorary)  
 Poultry Sciences  
 Psi Chi (Psychology Honorary)  
 Psi Omega (Dental Fraternity)  
 Public Interest Research Group (PIRG)  
 Public Relations Student Society of America  
  
 Racquetball Club  
 Ranger Company  
 Recreation and Park Society  
 Reformed University Outreach  
 Resource Management Club  
 Rho Chi (Pharmacy Honorary)  
 Rho Lambda (Sorority Honorary)  
 Right to Life Committee  
 Rowing Club  
 Rugby Club  
 Rushing Wind  
 Russian Circle Club  
  
 Scabbard and Blade  
 Scuba Club  
 Sigma Chi (Social Fraternity)  
 Sigma Gamma Tau (Aerospace Engineering Honorary)  
 Sigma Lambda Alpha  
 Sigma Nu (Social Fraternity)  
 Sigma Phi Epsilon (Social Fraternity)  
 Sigma Pi Sigma (Physics Honorary)  
 Ski Club  
 Society of American Foresters  
 Society of Black Engineers  
 Society of Mining Engineers  
 Society of Petroleum Engineers  
 Society of Professional Journalists  
 Society for Vedic Studies  
 Soil Conservation Society of America  
 Sphinx (Senior Honorary)  
 Sports Club Federation  
 Squash Club  
 Student Alumni Association  
 Student American Dental Hygienists Association  
 Student American Pharmaceutical Association

Student Art Guild  
Student Bar Association  
Student Council for Exceptional Children  
Student Dietetic Association  
Student Grotto  
Student National Education Association  
Students for Students  
Student Social Work Association  
Tau Beta Pi (Engineering)  
Tau Beta Sigma (National Band Honorary)  
Tau Kappa Epsilon (Social Fraternity)  
Thai Students Association  
Theta Chi (Social Fraternity)  
Thompson's Economics Club  
UCAM (United Campuses against nuclear war)  
Upsilon Pi Epsilon  
Vegetarian Cooking Society  
Volleyball Club  
White Water Club  
Wildlife Society  
Women's Information Center  
Women's Law Caucus  
Xi Psi Pi (Forestry Honorary)  
Yoga Club  
Young Democrats  
Young Socialist Alliance  
Young Women's Christian Association  
Zeta Phi Eta

# General Information And Regulations

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As citizens of the University community you should become familiar with these general regulations on and off the campus.

All students are expected to abide by these regulations, as well as all federal, state, and municipal laws while enrolled at West Virginia University.

## Affirmative Action

West Virginia University is strongly committed to the principles of equal employment opportunity and affirmative action. It commits itself, morally and legally, to take affirmative action to recruit and employ the best qualified faculty and nonfaculty candidates and to ensure that all present faculty and nonfaculty members receive education, training, compensation, promotion, tenure, transfer, and all other benefits of employment without regard to race, color, age, religion, sex, national origin, handicap, or veteran status, except as modified by state or federal order, statute, or regulation.

The University repudiates all forms of discrimination against others on the basis of sex, race, religion, color, handicap, age, national origin, or veteran status. Such discrimination includes, but is not limited to, racist or sexist language, stereotyping of groups or behavior, and sexual harassment.

The University's Affirmative Action Plan is available in administrative offices across the campus; guidelines to be followed in order to assure compliance with the University's Affirmative Action Plan may be obtained from the Office of the Assistant Vice-President for Human Resources.

Any student who has a complaint regarding sexual harassment should contact the department chairperson, dean, or a staff member in the Office of Student Life. (See *Appendix G*.)

## Auto Laws

According to the law, if a student holds a valid operator's license from a state or county other than West Virginia and that license allows the student to drive in West Virginia, then the student is not required to obtain a West Virginia operator's license. Such exemption is effective only if the state of which the student is a resident extends the same privileges to citizens of West Virginia.

If permanent residence is established or if for any reason a person resides in the state for noneducational purposes, the person must apply for a West Virginia license.

For further information, contact the West Virginia State Police at 599-1101

## Banners, Posters, and Stickers

Placing banners, posters, and stickers on University property without proper authorization is prohibited under a state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined \$100. Similar regulations exist for

private, city, and county property. Individuals and organizations should obtain appropriate authorization from public offices when banners, posters, and stickers are to be displayed off campus.

Only recognized WVU student organizations are eligible to display banners on campus. The banner must relate to that organization's activities or events, must clearly indicate the sponsoring organization, and must be in good taste in respect to appearance, pictures, and language. Commercial advertising of products or services is not permitted. In the event that a banner is challenged in respect to good taste, representatives of the Student Activities and Educational Programming Office will be responsible for determining if the banner may be displayed. Banner material and paint must be "colorfast" and installation hardware must be of such design that will not damage or discolor property.

Banners displayed on buildings (other than Mountaintop) will require approval from the Office of Facilities Planning and Management and the Director of Physical Plant and may require Physical Plant installation with the cost to be borne by the organization. Banners which are to be displayed from trees in the vicinity of Moore Hall must be registered with the Student Activities and Educational Programming Office. In such cases, nails, staples, wire and/or other fastening devices which might injure trees are not permissible. Banners may not remain on display for more than five calendar days and must be removed by the sponsoring organization at the conclusion of the event or activity being promoted or advertised.

Banners that do not comply with the above regulations will be removed by Physical Plant, or other appropriate departments, and the organization will be responsible for the cost of such removal. The University will assume no responsibility for the return of such banners.

## Behavior at Sports Events

Because of the danger to participants in sports, officials, cheerleaders, spectators, and others, students and other spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

## Days of Special Concern

The WVU faculty is asked to observe days of special concern to many students when absences are excused and no examinations or field trips are scheduled. They are Good Friday, Yom Kippur, Rosh Hashanah, and the date of Malcolm X's birth (May 19).

## Lost and Found

293-3136/293-3940

Any lost or mislaid articles which are found on WVU property by students, faculty, staff, and the public remain the rightful property of the owner. When lost or mislaid articles are turned over to the University, the University will maintain only temporary or depository possession of the articles until they are claimed by their rightful owners.



## Discovery and Recovery Procedures

1. Students, faculty, and staff who find lost or mislaid articles are required to turn over the articles immediately to the office of the dean or director closest to the location where they are found. Each dean's or director's office should maintain a record of the identity of the articles and the dates when received from the finders.

2. Should the office of the dean or director not be open, found articles are to be reported to the Security Office at 293-3136 or 293-3940.

3. Deans and directors will maintain temporary possession of found articles for 30 calendar days following discovery. During this time, the rightful owner may claim such property after providing satisfactory proof of ownership.

4. If not claimed within 30 days, each dean's or director's office will arrange for the physical transfer of the property to the Manager of Inventory Control in the Controller's Office.

5. The Manager of Inventory Control shall maintain the depository on behalf of the University until the lost and mislaid articles are rightfully claimed by their owners.

6. Units located off the Morgantown campuses will establish a local depository for lost and mislaid articles.

## Open Forum

West Virginia University is committed to maintaining freedom of inquiry and a forum for open discussion of ideas. Therefore, the University as an institution does not take positions on social-political issues; such actions would stifle the freedom of those faculty, staff, and students who might disagree with positions taken by the institution.

## Parking and Traffic Regulations

293-5502

Parking and traffic regulations are in effect on the WVU campuses to regulate the heavy flow of vehicles. No state funds are available to provide and maintain parking lots, therefore fees are charged.

There is one free parking area provided in an unpaved, graveled lot located off Van Voorhis Road, near the Medical Center Apartments.

The other free parking area is at the Coliseum, where students, faculty, and staff are urged to park and use the inter-campus transportation service because of the scarcity of parking places on the Downtown Campus. Shuttle-bus service is available every 10 minutes from the Coliseum Blue Gate to the Engineering PRT Station from 7:30 a.m. to 5:00 p.m., Monday through Friday, while school is in session. From 5:00 p.m. to 10:00 p.m., this service operates every 15 minutes.

A WVU parking permit, issued for a specific parking area, is required for parking on the campuses. **Because parking space is limited, parking permits also are limited and are not issued to freshmen; to students who live in residence halls, or fraternity and sorority houses; or to students who live within walking distance of the campuses.**

Students may wish to apply for a parking permit. The cost for parking is \$60.00 per year on paved lots and \$24.00 per year on graveled lots and is prorated by the month as the school year passes.

Campus parking regulations are enforced by utilizing procedures authorized by the West Virginia Code, §18-26-26. Under these procedures, a person receiving a ticket for violation of WVU parking regulations is subject to a civil penalty of \$10.00 for each offense. In addition, vehicles which are parked in violation of posted regulations and which substantially impede the flow of traffic or endanger health and safety may also be towed at the expense of the owner.

Collection of fines and administration of procedures are handled by the University Parking Office. Money derived from fines are deposited in a special fund for use by the University to maintain and operate parking facilities. In some situations, as provided by the law, violations may be referred to magistrate's court.

Off-campus graduate students may apply at the Parking Office for a one-day visitor's parking permit. Such permit may be needed by a student doing library or computer research. No ticketing is done after 5:00 p.m., so a student may park in any lot during the evening hours.

A University-maintained parking garage is behind Mountainlair for the use of all people. A 75 cents fee is charged, payable in exact change when you leave the garage. (This fee is subject to change.) There are also city and private parking lots.

West Virginia University does not assume responsibility for any vehicle or its contents while it is parked on the campuses. Likewise, WVU does not guarantee that parking spaces will be available. Students are strongly advised to not bring automobiles to campus.

Parking is prohibited on campus roads (including Evansdale Drive, Fine Arts Drive, and Medical Center Drive) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

A pamphlet on parking and traffic regulations, and the WVU Transportation Schedule, may be obtained from the Parking Control Office, 383 Oakland Street (Evansdale), 293-5502.

## Towing Review Committee

The University maintains a special review committee to investigate questions, suggestions, and complaints about problems arising from the towing of motor vehicles from University parking lots. This committee is composed of three members: the President of the Student Body, the Director of the Department of Public Safety, and the Vice-President for Student Affairs, or his designee, who serves as chairperson. Problems should be reported to the Vice-President for Students Affairs in Moore Hall.

## Bicycles

For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden. Racks for bicycle parking are provided on the campuses.

## Passports

291-4741

Persons who plan to travel abroad and who need a passport can obtain an application at the Morgantown Post Office, 75 High Street.

Along with the completed application, the applicant must submit (1) Two full-face black and white pictures or two color pictures with a light background taken in the last six months (these must be 2 x 2 inches); (2) A valid driver's license (if one does not have a driver's license, an affidavit must be obtained at the Post Office, filled out, and returned in place of a license); (3) A birth certificate with an official seal from the country or state of the applicant's birth (persons who have obtained a passport in the past can submit the old passport in place of the birth certificate); and (4) Cash or a check for \$42.00 (over age 18); \$27.00 (under age 18) made payable to the Passport Office.

Since the process may take four to six weeks, you should submit your passport application at least eight weeks before your trip. For further information in obtaining and renewing a passport, call 291-4741 and ask for "passport information." Passports are valid for ten years, if the person is age 18 or older, five years if the person is under age 18.

## Representing the University

To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. The records of students whose status is questionable should be checked by the department or school or college at the Office of Admissions and Records before their participation. (See also "Intercollegiate Athletics.")

## Solicitation

The term "Solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, or supplies.

Commercial-for-profit solicitation is not permitted on University property except by contract with the West Virginia Board of Regents. The WVU Controller will audit all solicitation activities.

The sale of items or the solicitation of funds on University property by individuals or organizations is prohibited unless written permission in the form of a Concession Permit is obtained from the Student Activities and Educational Programming Office, 307 Moore Hall. All funds solicited must be solely for the direct use of the student organization. When applying for a Concession Permit, the applicant must specify the University account to which the income is to be paid and Student Affairs reserves the right to audit the account and receipts before, during, and after the event. Concession permits are issued for a maximum period of one week for a specific time and location on campus.

Recognized student organizations may solicit at reasonable times and places on University property and under reasonable conditions imposed by University officials charged with control of the areas provided such solicitations are not inconsistent with the educational purposes of the University. The organization must comply with facility usage and scheduling

policies and arrangements for the solicitation of funds must be made with the supervisor of the building or campus area to be used. Space and time allocations for Mountainlair solicitations are made directly with the Mountainlair Reservations Office. Space and time allocations for Residence Halls are made directly with the Residence Hall Director. Space and time allocations for outdoor campus areas are made by the Office of Facilities Planning and Management in Oglebay Hall Annex. When soliciting funds, the individual or organization must have a copy of the Concession Permit present at all times. If an organization is conducting the solicitation, it must be identified at every location by means of a sign or an announcement.

In determining reasonableness of the time, place, and manner of the solicitation activity planned, Student Activities and Educational Programming Office and University officials charged with control of the areas where the activity is planned shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. The effect of the activity on normal pedestrian and vehicular traffic, the availability of alternate facilities, and similar factors may also be considered in awarding concession permits. Other reasonable time, place, and manner conditions may be imposed as a precondition of conducting the activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, security arrangements, and sanitary facilities).

## Speaker Policy

Recognizing that freedom of expression and communications is essential to education, WVU supports the right of students to listen to diverse points of view as expressed by speakers they may invite to the campus. Accordingly, recognized student groups may invite speakers to the campus whether or not the speakers' viewpoints are congenial to the University.

## Trespassing

Legislation enacted by the Legislature (W. Va. Code §61-38-4) revised the trespass law in West Virginia as it pertains to trespass on student residence premises or student facility premises of an institution of higher education.

Individuals who are authorized to have access to a residence hall or a student facility may be asked to leave if they are causing a disturbance or interfering with its peaceful and orderly operation. Persons not authorized to have access to a residence hall or a student facility may be asked to leave even though his or her presence is not causing a disturbance or interference.

## Facilities Use by Student Organizations

Student organizations, formally recognized and approved by the Director, Student Activities and Educational Programming, may request the use of University facilities on a "space available" basis. Use of the student union building may be reserved directly with Mountainlair personnel. Use of residence hall meeting rooms may be reserved through the Housing and Residence Life Division in the lower level of Tower 1. Requests to use any other facility can be coordinated either through the Facilities Management Office

(where either or both the Facility Use Request Form and Special Events Form can be obtained) or through other scheduling offices for special or off-campus facilities. The Director, Student Activities and Educational Programming, must serve as sponsoring officer for all events sponsored by student organizations.

Student organizations may not use University facilities for fund-raising projects or collecting donations both before and during a meeting unless both the Facility Use Request Form and a Concessions Permit (obtained from the Director, Student Activities and Educational Programming) have been completed and approved in accordance with Board of Regents policy.

Student organizations may be required to pay a "facility use"/"special services" fee appropriate to the individual request.

## Voter Registration

291-7238

Students who desire to vote in Monongalia County must first register at the Monongalia County Clerk's Office in Room 109 of the Monongalia County Court House. A citizen who is 18 years of age or older, or who will be 18 by the next General Election, is eligible to register to vote in the Primary Election. Students registered to vote in another county, or another state, must first cancel their prior registration through the Monongalia County Clerk's Office. The County Clerk's Office is open 9:00 a.m.-7:00 p.m., Monday; 9:00 a.m.-5:00 p.m., Tuesday through Friday. For further information, call 291-7238.

## Disciplinary Procedures, Due Process, Rules, and Regulations

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West Virginia University students are governed by federal, state, and municipal laws, and the West Virginia University Code of Student Rights and Responsibilities (see *Appendix A*), and by "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities and Conduct in West Virginia State Universities and Colleges," as adopted by the West Virginia Board of Regents on July 13, 1982, in Policy Bulletin No. 57 (see *Appendix B*). Students living in the Residence Halls should become familiar with Residence Halls Regulations. (see *Appendix E*).

Any questions related to disciplinary procedures, due process, rules, and regulations should be referred to the Office of Judicial Programs in Moore Hall.

## Questions, Suggestions, And Grievances

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You have already learned that WVU is large and complex. This does not mean that WVU is insensitive to students or unwilling to accept suggestions for improvement. It does mean, however, that you must know how to work inside the University organization in order to achieve your purposes. Remember that the WVU academic organization is divided into one-hundred departments which in turn are grouped into schools and colleges, and that the

support activities require more than thirty-five separately organized units. Many of the departments have enrollments larger than many high schools in West Virginia. Success in getting your problems and suggestions handled promptly and effectively depends very much on your investing the time to find the right places to take them.

## Academic Matters

The principal academic officers of the University are the chairpersons of the departments, the directors of the divisions, and the deans of the colleges and schools. Like those who are full-time teachers, they are teachers, too, and in addition are specifically charged with the management of problems of the students and instructional personnel in their units. You can depend upon them for interest in and concern with your problems.

At the beginning of every academic year in the fall, each college and school publishes the names, campus addresses, and telephone numbers of members of its standing academic committee. Copies are available to any student upon request in the dean's office and the committee lists are posted.

Suggestions for improving academic programs may be directed to the Committee on Academic Standards in each college or school.

## Final Examinations

All final examinations, unless otherwise approved by the University, must be given according to the schedule published in the *Schedule of Courses*. The only tests permitted during the week of classes preceding finals are final examinations for evening classes, practical laboratory tests, make-up examinations, and regularly scheduled short quizzes. If a student has more than three final examinations in one day because one of them is a departmental final examination, the student may make arrangements to take one of the examinations on a different day. Evaluation by final examination alone is discouraged.

## Full-Time Status

As defined in the Catalog, *Full-time Status* for Undergraduate students requires a minimum of 12 credits; for Graduate students, a minimum of 9 credits. Be advised that if you withdraw from a course (or courses) during a semester and this action reduces your course-load *below* the minimum, you are no longer considered a full-time student.

## Further Appeals

If you remain dissatisfied after exhausting procedures with respect to either academic or nonacademic matters, you make take your problem to the appropriate vice-president by first writing a summary of the case and asking for an appointment to discuss it. You may expect to be asked whether you have exhausted the other means available to you, and to be required to check all other routes. If the problem requires it, a committee will be convened by the Vice-President to make recommendations for action.

## Academic Due Process

All nondisciplinary hearings at WVU are governed by the concept of academic due process. Students need to become familiar with West Virginia Board of Regents Policy Bulletin No. 60, adopted November 13, 1984 (see *Appendix C*). This means essentially that both sides of each problem must be heard by the person conducting the proceedings, and that an accused has the right to face the accuser. In case the decision made is unacceptable there is a right to appeal.

Unless the applicant requests otherwise, student members will be assigned to committees hearing student appeals, and in some cases, appeals committees may be made up entirely of students. Before such academic appeal groups, both parties have the right to advisers and to call and cross-examine witnesses, but University committees do not ordinarily permit technical legal counsel for themselves, for employees, or for students. In the best sense, universities are self-governing communities of scholars. University academic hearing committees are not courts of law and do not conduct adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU and Board of Regents appeals systems have been exhausted.

## Transportation Schedules

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### PRT (Personal Rapid Transit)

West Virginia University's Personal Rapid Transit (PRT) system is the most modern transit system in the world. One of its unique features is the absence of onboard operators. Through computers, each vehicle's position is monitored constantly. If there is a serious malfunction, the system closes down immediately, the power shuts off, and the brakes on each car are set.

The PRT system operates in two modes—demand and scheduled. In the demand mode the system responds to where passengers want to go. In the scheduled mode the vehicles are dispatched at pre-arranged rates. Each car can carry eight seated and twelve standing passengers and can travel at speeds of up to 30 miles per hour.

Approximate travel times between stations are: Walnut Street to Beechurst Avenue—3½ minutes; Beechurst Avenue to Engineering—6½ minutes; Engineering to Towers—2½ minutes; Towers to Medical Center—4½ minutes. A non-stop ride from the Walnut Street Station to the Medical Center takes only 11½ minutes.

The PRT consists of five stations: Walnut Street in Morgantown's central business district; Beechurst on WVU's Downtown Campus; across from the Engineering Sciences Building; Towers Residence Halls; and the Medical Center; 73 vehicles, 8.7 miles of single-lane guideway, and maintenance and control facilities.

A PRT card is included in the fee package of full-time students. Part-time students or graduate assistants may purchase a card at any of the WVU Book Stores for \$45.00 per semester or pay 50 cents per ride on the PRT.

## WVU Transportation Schedule

### PRT Schedule (Phone 293-5011)

Monday thru Friday—6:30 a.m. to 10:15 p.m.

Saturday—9:30 a.m. to 5:00 p.m.

Sunday—No service.

### Bus Schedule (Phone 293-5627)

#### MONDAY THRU FRIDAY

Buses depart Coliseum Blue Gate for Engineering PRT Station every 10 minutes from 7:30 a.m. to 5:00 p.m.

#### EVENING SCHEDULE—MONDAY THRU FRIDAY

Buses depart Coliseum Blue Gate for Engineering PRT Station every 15 minutes beginning at 5:00 p.m. to 10:00 p.m.

Buses depart Mountainlair for the Evansdale Campus and the Medical Center Monday thru Friday every half hour beginning at 10:30 p.m. until 12:00 midnight, except Friday nights the bus runs until 12:45 a.m.

#### WEEKEND SCHEDULE

Saturday—Buses depart Mountainlair for Evansdale and Medical Center Saturday evening every 45 minutes beginning at 5:30 p.m. until 1:00 a.m.

Sunday—Buses depart Mountainlair for Evansdale and Medical Center every 45 minutes beginning at 9:30 a.m. until midnight.

*(No PRT or Inter-Campus services on University Holidays, unless otherwise announced.)*

## City of Morgantown Bus Schedule

Phone: 291-7467

*[South Park and South Side Buses—Load at Monongalia Court House. All other buses load on Spruce Street.]*

### Suncrest (Monday thru Friday)

7:10 a.m.—7:40 a.m.—8:10 a.m.—8:40 a.m.—9:10 a.m.—9:40 a.m.—10:10 a.m.—10:40 a.m.—11:10 a.m.—11:40 a.m.—12:10 p.m.—12:40 p.m.—1:10 p.m.—1:40 p.m.—2:10 p.m.—2:40 p.m.—3:10 p.m.—3:40 p.m.—4:10 p.m.—4:40 p.m.—5:10 p.m.

(7:40 a.m. and all 20 til the hour buses leave from the Court House—All 10 after the hour buses leave from Spruce Street.)

Saturday—7:10 a.m. thru 5:10 p.m. hourly.



### South Park (Monday thru Saturday)

8:15 a.m. thru 5:15 p.m. hourly

Grand Street Loop—8:15 a.m.—11:15 a.m.—3:15 p.m.—5:15 p.m. (Corner Ross and Dorsey, 6 min. later; Second Ward School, 8 min. later.)

### South Side and Mountaineer Mall (Monday thru Saturday)

7:30 a.m. thru 5:30 p.m. hourly

(7:30 a.m. thru South Side only)

(Saturday—No 7:30 a.m. South Side bus.)

### Sabraton and Mountaineer Mall (Monday thru Saturday)

7:20 a.m.—Leave Sabraton—No Mall Trip

8:00 a.m. thru 4:00 p.m. buses run on the hour

5:10 p.m.—No Return to City

(Saturday—No 7:20 a.m. bus.)

(All buses go out and return thru Jerome Park)

### Woodburn and Airport (Monday thru Friday)

7:30 a.m. thru 5:30 p.m. hourly

Mileground Medical Center—7 min. later

Morgantown Airport—10 min. later—turn around

Saturday—8:30 a.m. thru 5:30 p.m.

No 7:30 a.m. bus on Saturday

### Stewart Street (Monday thru Saturday)

7:00 a.m. thru 4:00 p.m. on the hour and 5:10 p.m.

(Saturday—No 7:00 a.m. bus)

## Monongalia County Transit Schedule

Phone: 291-7266

### Cassville

5:30 a.m.—Lv. Morgantown Arr. Cassville 6:00 a.m. Lv. Cassville 6:00 a.m. Arr. Morgantown 6:25 a.m. (Continues to Evansdale Campus, University Hospital, and Monongalia General Hospital.)

6:30 a.m.—Lv. Walnut Street PRT Station for University Hospital, Monongalia General Hospital, Star City Arr. Cassville 7:00 a.m.

7:00 a.m.—Lv. Cassville Arr. Morgantown 7:30 a.m.

Lv. Morgantown—Walnut Street PRT—8:00, 9:00, 10:00, 11:00 a.m., 1:00, 2:00, 3:00, 4:00 and 5:10 p.m., for Cassville Arr. Cassville 30 min. after the hour

Lv. Cassville—8:30, 9:30, 10:30, 11:30 a.m., 1:30, 2:30, 3:30, 4:30, and 5:30 p.m. Arr. Morgantown 5 min. before the hour

To Cassville—

Lv. Westover 10 min. after departure

Lv. Granville 15 min. after departure

Lv. Osage 20 min. after departure

To Morgantown—

Lv. Osage 10 min. after departure.

Lv. Granville 15 min. after departure.

Lv. Westover 20 min. after departure.

## Over Cheat and Tyrone Road

(Brookhaven, Tyrone Road, Imperial Woods, Canyon Road, Easton, Mileground, and Cheat Road to W.Va.-Pa. State Line)

8:00 a.m.—Lv. W. Va.-Pa. state line (Over Cheat) to Tyrone Rd. and Cheat Rd., 8:10 a.m. Easton, 8:20 a.m., Mileground. Arr. Morgantown 8:25 a.m.

8:10 a.m.—Lv. Tyrone Rd. and Cheat Rd., Dellslow and Richard 8:20 a.m., Brookhaven 8:30 a.m. Arr. Morgantown 8:45 a.m.

9:30 a.m.—Lv. Morgantown. Arr. Brookhaven 9:35 a.m., Richard and Dellslow 9:40 a.m., Tyrone Rd. and Avery Rd. 9:50 a.m., and Tyrone Rd. and Cheat Rd. 9:55 a.m. (Turn at Cheat Rd. and return to Imperial Woods.) Arr. Imperial Woods and Avery Rd. 10:00 a.m., Cheat Rd. 10:05 a.m., Canyon Rd. 10:10 a.m., Rt. 119 and Pt. Marion Rd. 10:12 a.m., Mileground 10:15 a.m. Arr. Morgantown 10:20 a.m.

11:30 a.m.—Lv. Morgantown. Arr. Brookhaven 11:35 a.m., Richard and Dellslow 11:40 a.m., Tyrone and Avery Rd. 11:50 a.m., Tyrone and Cheat Rd. 11:55 a.m., W. Va.-Pa. state line 12:05 p.m. Lv. W.Va.-Pa. state line (Over Cheat) 12:05 p.m. Arr. Tyrone Rd. and Cheat Rd. 12:15 p.m., Easton and Mileground 12:25 p.m. Arr. Morgantown 12:40 p.m.

2:00 p.m.—Lv. Morgantown. Arr. Brookhaven 2:05 p.m., Richard and Dellslow 2:10 p.m., Field Park and Tyrone Rd. 2:15 p.m., Avery Rd. 2:20 p.m., Cheat Rd. and Tyrone Rd. 2:25 p.m., return to Imperial Woods. Arr. Imperial Woods and Avery Rd. 2:30 p.m., Cheat Rd. 2:35 p.m., Canyon Rd. 2:40 p.m., Rt. 119 and Pt. Marion Rd. 2:42 p.m., Mileground 2:45 p.m. Arr. Morgantown 2:50 p.m.

4:00 p.m.—Lv. Morgantown for Brookhaven, Richard, Dellslow, Tyrone Rd., Cheat Rd., Easton, Mileground, and return. Arr. Morgantown 4:45 p.m. (*No 4:00 p.m. bus on Saturday.*)

5:10 p.m.—Lv. Morgantown for Brookhaven, Richard, Dellslow, Tyrone Rd., Over Cheat to W. Va.-Pa. state line.

## Star City

7:30 a.m.—Lv. Morgantown for Star City, Suncrest, University Hospital, North Hills, Monongalia General Hospital, Chestnut Ridge Rd., Pt. Marion Rd., Canyon to Tyrone Rd., Dellslow, Richard, and Brookhaven. Arr. Morgantown 8:45 a.m.

9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 noon, 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m.—Lv. Morgantown. Arr. Hills 5 min. after the hour, Star City Town Hall 10 min. after the hour, Monongalia General Hospital 20 min. after the hour. (Lv. Monongalia General Hospital 20 min. after the hour. Arr. Star City Town Hall 25 til the hour. Arr. Hills 20 til the hour. Travel via Monongahela Blvd. and Beechurst Ave. to Morgantown.)

5:10 p.m.—Lv. Morgantown for Hills, Star City, Suncrest, University Hospital, Monongalia General Hospital, Chestnut Ridge Rd., Pt. Marion Rd., Canyon Rd., and Cheat Rd. Return via Mileground to Morgantown.

# Chestnut Ridge Road and North Hills

Lv. Morgantown for North Hills—7:30 a.m., 9:00 a.m., 11:00 a.m., 1:00 p.m., 3:00 p.m., and 5:10 p.m.  
Lv. North Hills—7:50 a.m., 9:15 a.m., 11:15 a.m., 1:15 p.m., 3:15 p.m., and 5:25 p.m.  
(10:00 a.m., 12:00 noon and 2:00 p.m. buses continue to Chestnut Ridge Rd. to Stewart St. Lv. Stewart St. 25 min. after the hour. Return via Stewart St., Willowdale Rd., and University Hospital.)

# Van Voorhis

Lv. Morgantown— 8:30 a.m.; Lv. Van Voorhis—9:00 a.m.  
Lv. Morgantown—10:00 a.m.; Lv. Van Voorhis—10:30 a.m.  
Lv. Morgantown—11:00 a.m.; Lv. Van Voorhis—11:30 a.m.  
Lv. Morgantown— 1:30 p.m.; Lv. Van Voorhis—2:00 p.m.  
Lv. Morgantown— 2:30 p.m.; Lv. Van Voorhis—3:00 p.m.  
Lv. Morgantown— 4:00 p.m.; Lv. Van Voorhis—4:30 p.m.

# Crown

7:30 a.m.—Lv. Morgantown. Travel via Fairmont Rd. Arr. Crown 8:00 a.m.  
8:00 a.m.—Lv. Crown via Arnettsville, Everettville, National, and Booth. Arr. Morgan Heights 8:30 a.m., Morgantown 8:40 a.m.  
1:00 p.m.—Lv. Morgantown for Booth, National, Everettville. Leave Arnettsville 1:30 p.m., Laurel Point 1:35 p.m., Morgan Heights 1:45 p.m. Arr. Morgantown 1:55 p.m.  
5:10 p.m.—Lv. Morgantown for Morgan Heights, Booth, National, and Everettville. Arr. Crown 5:50 p.m. Lv. Crown 5:50 p.m., travel via Fairmont Rd. Arr. Morgantown 6:20 p.m.

# Morgan Heights

Lv. Morgantown	Lv. Morgan Heights
7:30 a.m.	7:20 a.m.
1:00 p.m.	8:30 a.m.
3:40 p.m.	1:45 p.m.
5:10 p.m.	6:00 p.m.

(No 3:40 p.m. bus on Saturday)

# 1985-86 Coordinators of Graduate Programs at West Virginia University

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Agriculture and Forestry .....	Vernon Armbruster.....	293-2691
	Rita Dudley.....	293-2691
Arts and Sciences .....	Nicholas Evans .....	293-5800
	Virginia Isner .....	293-5800
Business and Economics .....	Robert Maust .....	293-5408
	Robin Albobello .....	293-5408
Creative Arts .....	John Whitty (theatre) .....	293-4022
	Chris Wilkinson (music) ...	293-5511
	Gary Edson (art).....	293-3140
	Lana Gemas .....	293-4642
Dentistry .....	James Overberger .....	293-3549
	Darlene Taylor.....	293-7116
Engineering .....	Fred Beaufait.....	293-4821
	Anne Drake .....	293-4927
Human Resources and Education .....	John Andes .....	293-3707
	Charlene Negri .....	293-3983
	Michael Caruso .....	293-3983
Interdisciplinary Programs		
Joginder Nath (genetics & developmental biology).....		293-6356
Keith Inskeep (reproductive physiology).....		293-2406
Henry Ruf (liberal studies).....		293-3641
Journalism .....	John Boyer.....	293-3505
	Julie Tabor .....	293-3505
Medicine .....	Fred Butcher .....	293-2310
	Darlene Taylor.....	293-7116
Mineral and Energy Resources .....	Royce Watts .....	293-5695
	Nancy Ireland .....	293-5695
Nursing .....	Luz Porter .....	293-4297
	Darlene Taylor.....	293-7116
Pharmacy .....	John Mauger .....	293-5101
	Darlene Taylor.....	293-7116
Physical Education .....	Andrew Ostrow .....	293-3295
	Carol Straight .....	293-3295
Social Work .....	Nancy Lohmann .....	293-3501
	Tom Mersing .....	293-3501
Professional Schools		
Law .....	Gerald Ashdown.....	293-5306
Dentistry .....	James Overberger .....	293-3549
Medicine .....	Pamela Haid.....	293-2408
Interim Associate Vice-President for		
Academic Affairs and Research....	William Vehse .....	293-4813
Assistant Vice-President for		
Graduate Education.....	Nancy Ramsey .....	293-7119

# Appendix A—

## West Virginia University Code of Student Rights and Responsibilities

[Effective January 1983]

### TABLE OF CONTENTS

**Section I. Introduction**

A. Rationale for the University Student Conduct Code .....	68
B. The Office of Judicial Programs .....	68
C. Authority .....	69
D. Definitions .....	69
E. No Reprisals .....	70
F. Closed Hearings .....	70
G. Amendments .....	70

**Section II. Disciplinary Rights and Responsibilities**

A. Policies Regarding Disciplinary Rights and Responsibilities .....	70
1. Freedom of Expression and Assembly .....	70
2. Freedom of Association .....	71
3. Right to Privacy .....	71
4. Responsibilities of Citizenship .....	71
5. Disciplinary Proceedings .....	71
B. Standards .....	71
C. Sanctions and Prohibited Student Conduct .....	71
1. Expulsion .....	71
2. Suspension .....	73
3. Probation .....	73
4. Official Warning Or Reprimand .....	74
5. Repetition of Misconduct .....	74
6. Restitution .....	74
7. Failure to Observe Sanction .....	74
D. Proceedings .....	74
1. Charges .....	75
2. Hearings .....	75
3. Sanctions in Disciplinary Action .....	76
4. Appeals .....	76
5. Review/Judicial Boards and University Conduct Appeals Committee .....	77
6. Procedural Standards in Disciplinary Proceedings .....	78
7. Emergency Procedures—Interim Suspension .....	79

**Section III. Academic Rights and Responsibilities**

A. Rights and Responsibilities .....	80
B. Sanctions .....	80
C. Reasons for Academic Action .....	81
D. Academic Procedural Due Process .....	81
E. Dismissal From a Program .....	83

**Appendix 1: Office of Judicial Programs—**

Judicial Flow Chart/Review and Appeal Process .....	84
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<b>Appendix 2: Code of Ethical Standards</b> .....	85
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## **SECTION I. INTRODUCTION**

### **A. Rationale for the University Student Conduct Code**

West Virginia University expects that every member of its academic community share the historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment for all its students. It is expected that each person will grow to have greater respect for self, others, and property.

It is further expected that every member respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status and each student must be mindful of his/her responsibility in this regard.

The University will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the University.

Students charged with violations of the conduct code and/or other college policies will be provided substantive and procedural due process and the right of appeal. Their rights to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the University will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges, and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University is to educate its members and prepare them for responsible and full participation in society. In implementing this Code, the University is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

### **B. The Office of Judicial Programs**

The Office of Judicial Programs, located in Moore Hall, is staffed by a member of the Office of Student Life and is available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying the West Virginia University Code of Student Rights and Responsibilities. The staff member therein will:

1. Advise any segment of or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board, and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Regents and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the various hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Regents and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment) and all records will be filed in the Office of Judicial Programs.

### C. Authority

These student rights and responsibilities are promulgated by West Virginia University in accordance with the West Virginia Board of Regents and pursuant to Chapter 18, Article 26 of the West Virginia Code of 1931 as amended and West Virginia Board of Regents Policy Bulletin 57.

The Board of Regents delegates authority for the administration of West Virginia University to the President who may delegate this responsibility and authority to other members of the administration, faculty, student body, or staff of the University.

### D. Definitions

1. **Board of Regents**—The West Virginia Board of Regents is the governing body for all state colleges and universities. The Board controls, supervises, and manages the financial, business, and educational policies and affairs of the state colleges and universities, makes studies and recommendations regarding higher education in the state of West Virginia, and allocates among the state colleges and universities specific functions and responsibilities.
2. **Institution Or Institutions**—Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.
3. **University**—West Virginia University.
4. **President**—The chief executive officer of the University, whatever the title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his/her direction, or at or by the direction of the Board of Regents.
5. **Code**—West Virginia University Code of Student Rights and Responsibilities.
6. **Property**—Any property, whether owned, rented, or otherwise held or used by the Board of Regents or by the University.
7. **Activity**—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by the University, including, but not limited to, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
8. **Facility**—Any and all property of the University used or usable in any activity.
9. **Campus**—All the property and facilities of the University serving as the *locus in quo* of any activity.
10. **Faculty**—Those employees of the Board of Regents as defined in Policy Bulletin 36.
11. **Staff**—Those employees of the Board of Regents who are assigned to any duties at the University and who are not members of the faculty.
12. **Student**—Any person who has been admitted to the University to pursue a course of study, research or service, who is currently engaged in University-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the University, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the University, under the rules, regulations, or policies of the Board of Regents or the West Virginia Code of Student Rights and Responsibilities. However, the approved employees' grievance procedures shall apply in all work-related matters involving students employed by the Board of Regents. Where appropriate within the context of this Code, the same rights and responsibilities shall inhere to student organizations at West Virginia University.
13. **Designated University Official**—Any person employed by the University and authorized by the University to act in a prescribed manner in accordance with the Board of Regents—Policies, Rules and Regulations.
14. **Member of the University Community**—Any administrator, faculty member, staff member, employee, student, or recognized student organization or at the University, member of the University Board of Advisors, as well as any person or organization authorized to participate in University activity at the time applicable.

15. *Recognized Student Organizations*—Those organizations that have been approved by the Student Organization Committee. Annual review and update of organizations and information is required.
16. *Review/Judicial Board*—A body constituted at the college, department, or division level as a body of primary jurisdiction to hear charges, evidence, and defenses and to decide the extent of responsibility of the student charged, with the primary goal of resolving cases at the most basic level.
17. *University Conduct/Appeals Committee*—A body composed of students and faculty selected on a University-wide basis to administer this Code and from which a small group will be assigned, on a rotating basis as a panel, to hear and decide cases of breach of the Code of Conduct. Cases will come to this committee on both the original and appellate basis.
18. *Hearing Panel*—Composed of those selected members of the University Conduct/Appeals Committee selected to sit on a specific case and render a decision on behalf of the committee.

#### **E. No Reprisals**

No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his/her rights.

#### **F. Closed Hearings**

All hearings will be closed to the press and public unless specifically requested by the student or students in writing to the chairperson of the committee that such hearings be open.

#### **G. Amendments**

Changes to this Code may be made in either of the following ways:

1. By action of the West Virginia Board of Regents;
2. Any member of the University community may submit in writing to the Office of Judicial Programs, located in Moore Hall, proposals for amendments, along with supporting documents or comments. Once received in this office, the proposals will be disseminated among the committees and officers responsible for administration of the Code for discussion, adoption, modification, or rejection. Persons submitting proposals for change will be notified in writing of the ultimate disposition of the proposed amendment. All amendments to this Code must have approval of the University Faculty Senate.

Amendments, if adopted in the original or modified form, will become effective with the next scheduled publication of the Code, unless the modification is of a major or emergency nature justifying immediate adoption, in which case the changes will be communicated to the student body through the student newspaper and other appropriate means.

## **SECTION II. DISCIPLINARY RIGHTS AND RESPONSIBILITIES**

### **A. Policies Regarding Disciplinary Rights and Responsibilities**

The submission of an application for admission to the University represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the University pursuant to the policies, rules, and regulations of the Board of Regents, the University, and the West Virginia University Code of Student Rights and Responsibilities. The University approval of that application, in turn, represents the extension of a right or privilege to join the University community and to remain in a part of it as long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the West Virginia University Code of Student Rights and Responsibilities. Among these rights and responsibilities are:

1. *Freedom of Expression and Assembly*—The student enjoys the essential freedoms of scholarship and inquiry central to the University. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to the following:
  - a. The right to have access to campus resources and facilities,
  - b. The right to espouse causes,
  - c. The right to inquire, discuss, listen to, and evaluate,
  - d. The right to listen to any person through the invitation of organizations recognized by the University,



- e. The right to have a free and independent student press which adheres to the canons of responsible journalism,
  - f. The responsibility to respect the rights of others in matters of expression and assembly,
  - g. The responsibility to abide by policies, rules, and regulations of the Board of Regents and the West Virginia University Code of Student Rights and Responsibilities and federal, state, and local statutes and ordinances pertaining to the freedom of expression and assembly
2. **Freedom of Association**—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. University recognition of student organizations, however, shall be limited to those whose purposes comport with the educational mission of the University, and violation of this Code may result in the sanctions otherwise provided for individuals
  3. **Right to Privacy**—The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:
    - a. Respect for the confidentiality of communication on a one-to-one relationship with faculty, administrators, counselors, and other University functionaries.
    - b. Respect for the student's personality, including freedom from unreasonable and unauthorized searches of student living quarters,
    - c. Confidentiality of academic and disciplinary records,
    - d. Legitimate evaluations made from student records
  4. **Responsibilities of Citizenship**—Students and student organizations are expected, as are all citizens, to respect and abide by local ordinances and state and federal statutes, both on and off the campus. As members of the educational community, the student or organization is expected to abide by the West Virginia University Code of Student Rights and Responsibilities which clarifies those behavioral standards considered essential to its educational mission.
  5. **Disciplinary Proceedings**—Disciplinary proceedings for students and organizations accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings the student shall be considered innocent until proven guilty of any charge.

## **B. Standards**

All students at the University are subject to, and are required to comply with, observe, and obey the following:

1. The laws of the United States.
2. The laws of the State of West Virginia
3. Local city, county, and municipal ordinances.
4. The policies, rules, and regulations of the Board of Regents and the West Virginia Code of Student Rights and Responsibilities
5. The lawful directions and orders of the administrators, faculty, and staff of the University who are charged with the administration of the University affairs

## **C. Sanctions and Prohibited Student Conduct**

### **1. Expulsion—(Level 4)**

A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by the Board of Regents and/or West Virginia University Code of Student Rights and Responsibilities

- a. Dishonesty including, but not limited to
  1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of University or organizational funds.
  2. False statements in a University disciplinary hearing or to University officials conducting investigations
- b. Disruptive Conduct  
Disruptive picketing, protesting or demonstrating on University owned or controlled property or at any place in use for a University sponsored or supervised function. Such disruptive activity includes, but is not limited to

1. Unauthorized occupancy of University facilities or buildings;
2. Interference with the rights of students, faculty, staff, and administration to gain access to any University facility for the purpose of attending classes, going to work, participating in interviews and conferences, or for any other authorized purpose;
3. Interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance;
4. Deliberate interference with University pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions;
6. Failure to comply with the direction of University officials, security officers, and other law enforcement officers acting in performance of their duties.
- c. **Possession of Firearms Or Dangerous Weapons**  
Possession of firearms or other dangerous weapons on University owned or controlled property frequented by the public, except in the course of an authorized activity, or possession of weapons in residence halls on University property in violation of residence halls rules, regulations, or policies. Unauthorized possession on University owned or controlled property of a dangerous article or substance which is a potential weapon, or of any article or substance calculated to injure or discomfort any person.
- d. **Infliction Or Threat of Bodily Harm**  
Assault, battery, abuse of or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University owned or controlled property or at a University sponsored or supervised function.
- e. **Theft Or Unauthorized Possession of Property**  
Theft, commandeering or misuse of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property. Unauthorized possession of keys to University owned or controlled property.
- f. **Destruction of University Property**  
Malicious destruction, misuse or damage of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property.
- g. **Unauthorized Use of Emergency Or Safety Equipment**  
Tampering with or unnecessary use of University fire-alarm systems and fire-fighting equipment.
- h. **False Reporting of Emergency**  
False reporting of a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property.
- i. **Distribution Or Sale of Illegal Drugs**  
The distribution or sale of any drug of which is illegal by municipal, state or federal law on the campus or in University owned or supervised property.
- j. **Hazing**  
Any act by an individual, student organization, or group, excluding recreation intramurals or intercollegiate sports, involving another member of the University community which:
  1. Subjects a person to activities which are personally demeaning or involve a risk of physical injury (including organized rites of initiation and informal activities);
  2. Is willfully or recklessly likely to be injurious to the physical health or well-being of a person or which directs a person to engage in an activity involving a risk of danger to his/her life or health;
  3. Is likely to produce a reasonable apprehension of physical harm or injury.

- k. Trespassing  
Willfully entering or remaining without lawful purpose in any building, structure, facility, vehicle, or other University or University-related premises or unauthorized presence on University or University-related premises.
  - l. Misuse of the West Virginia Computer Network and the University Computer System
    - 1. Disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the Network, or the University;
    - 2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
    - 3. Attempts to breach security in any manner;
    - 4. Use of a computer account for other than the purpose for which assigned.
  - m. Unlawful Discrimination  
Discrimination on the basis of race, sex, color, religion, national origin, political affiliation, handicap, or age.
2. Suspension—(Level 3)
- A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "suspension" or any lesser sanction authorized by the rules of the West Virginia University Code of Student Rights and Responsibilities. The maximum period of time for a sanction of suspension will be one full academic year.
- a. Misuse of University Documents  
Forging, transferring, altering or otherwise misusing any student fee card, identification card or Validine card, and registration forms.
  - b. Misuse of University Telephones  
Placing long-distance telephone calls by using fictitious and unauthorized billing numbers.
  - c. Negligent Destruction of University Or Personal Property  
Failure to exercise care, thereby damaging, defacing, or destroying University property or property of any person while on University premises or University-related premises.
  - d. Unauthorized Possession Or Use of University Property
  - e. Negligent Infliction or Threat of Bodily Harm, including but not limited to:
    - 1. Failure to exercise care, thereby causing bodily harm to any person while on University property or related University premises;
    - 2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on University property or related University premises
  - f. Misbehavior at Sports Events, Concerts, and Social/Cultural Events, including but not limited to:
    - 1. Bringing into Mountaineer Field or the Coliseum any banners, flags, bottles, cans, or thermos jugs;
    - 2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.
  - g. Use of Illegal Drugs  
Possession or use of any drug which is illegal by municipal, state, or federal law.
3. Probation—(Level 2)
- A student who is found guilty of any of the acts described below shall be subject to the maximum sanction of "probation" or any lesser sanction authorized by the rules of West Virginia University Code of Student Rights and Responsibilities. The maximum period of time for a sanction of probation will be one full academic year.
- a. Alcoholic Beverages. (Alcoholic liquor, wine, or nonintoxicating beer )  
The legal age in West Virginia for purchasing alcoholic liquor, wine, or nonintoxicating beer is 19, unless the individual is at least 18 years of age as of the first day of July, 1983. On and after the first day of October 1983, alcoholic liquor, wine, or nonintoxicating beer cannot be purchased by an individual who is less than 21 years of age, unless the individual displays a valid operator's license, chauffeur's license, or West Virginia non-operator's

identification. Nonintoxicating beer may be consumed in facilities so designated by the University Administration. Any student who is disruptive while under the influence of alcoholic liquor, wine, or nonintoxicating beer is considered in violation of University regulations. Possession or use of alcoholic beverages on state property is prohibited.

b. **Placing Banners, Posters, and Stickers on University Property Without Proper Authorization**

(For information on correct procedures inquire at the Office of Student Activities and Educational Programming.)

c. **Bringing Dogs Or Other Pets Onto the Campus**

For health and safety reasons, dogs and other pets (except seeing eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

d. **Gambling**

Gambling by organizations or individuals, including chain letters, raffles, lotteries, and games of chance, is prohibited.

e. **Solicitation**

The term "solicitation" is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise.

Solicitation of any kind is not permitted on University property except by contract with the West Virginia Board of Regents, or as a regular process that is necessary to support an administrative or academic service of West Virginia University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia University will audit all solicitation activities. (For additional information refer to the Solicitation Policy for West Virginia University, which can be obtained through the Office of Student Activities and Educational Programming.)

f. **Smoking (Tobacco)**

For health and safety reasons, state law prohibits smoking in certain University buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "No Smoking" signs are posted.

4. **Official Warning Or Reprimand—(Level 1)**

A student who has been found guilty of any offense under these provisions and in the opinion of the Office of Judicial Programs does not merit a more severe sanction may receive an official warning or reprimand. A repetition of, or any further violation, may result in more severe sanctions. A copy of this letter will be kept in the Office of Judicial Programs and remain active for the specified time stated in the letter.

5. **Repetition of Misconduct**

If a student is found guilty of an offense that occurred during the specified term of a previous disciplinary sanction, the student will be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found guilty of conduct proscribed in the Code, that student may be subject to the next higher sanction authorized in the Code.

6. **Restitution**

Restitution may be ordered by the appropriate University official or University hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia University for damages to, destruction of, or misappropriation of property.

7. **Failure to Observe Sanction**

Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

**D. Proceedings**

Any student, as defined in the West Virginia University Code of Student Rights and Responsibilities, shall be subject to disciplinary action by the University if that person is involved in any of the actions or conduct prohibited by the Board of Regents Policies, Rules, and Regulations or the University Code, notwithstanding the fact that at the time

the student may also be an employee of the Board of Regents. In taking disciplinary action against a student, as defined herein, the University may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student or to withhold, remove, or cancel any benefit, recognition, or certification, including the conferring of a degree, which such a person might yet not have received from the University. The University will collect restitution for damages to, destruction of, or misappropriation of property.

#### 1. Charges

- a. Any member of the University community may file charges with the designated University official in the Office of Judicial Programs against any student for conduct or activities in violation of this Code. Either a "Department of Public Safety Daily Incident Report" or a personal letter is an appropriate means by which referrals may be made. In every case the report must contain the name(s) of the student(s) charged; nature and circumstances of the incident, including specific dates, times, and locations; name(s) and address(es) of the person(s) filing the report.
- b. The Office of Judicial Programs, in conjunction with other University officers or offices, will review the charges to determine if adjudication is necessary or determine what future action should be taken. In cases other than academic dishonesty charges (c.f. Section III, Academic Rights and Responsibilities), the Office of Judicial Programs, upon completion of preliminary review, may:
  1. Dismiss the charges, or
  2. Take administrative disciplinary action, not to include expulsion or suspension, if it is determined that the conduct is in violation of the University Code, or
  3. Make referral to an appropriate member of the University community, review/judicial board or committee.
- c. If the charge involves an individual's academic conduct, the case may be heard by a duly constituted board from the department or school or college where it originated, or it may be referred directly to the dean (c.f. Section III, Academic Rights and Responsibilities).
- d. If the charge involves an individual who is a resident in a University residence hall and the alleged unlawful actions took place therein, the case may be referred to the Office of Housing and Residence Life where it may be heard by a duly constituted board or staff or it may be referred directly to the Dean of Student Life.
- e. If the charge involves an individual allegedly engaged in unlawful activity, not academic in nature, and not as a resident within a residence hall, the case may be referred to the Office of Student Life.
- f. If the charge involves an organization allegedly engaged in unlawful activity, the case will be referred to the Office of Student Activities and Educational Programming. Procedures which may be followed in such instances will be identified by that office. If, in the judgment of the Dean of Student Life and/or the Director of the Office of Student Activities and Educational Programming, individual members of an organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.
- g. If, in the judgment of the department, school, or college review board, or the Residence Life Judicial Board, or the Office of Student Life, allegations are sufficiently serious, they may refer the matter directly to an Academic Dean (see b. above) or the Dean of Student Life. The student may, at this point, request in writing to the Dean that the case be referred directly to the University Conduct/Appeals Committee. If the student does not make this request, the Dean may take action or refer that matter directly to the Office of Judicial Programs. All referrals must be made in writing. In such a case, the first hearing may be conducted by the University Conduct/Appeals Committee.

#### 2. Hearings

A hearing shall be held to provide an opportunity for the student(s) charged and the person(s) bringing the charges to present oral and written statements and other evidence to a judicial body. Formal rules of procedure and evidence shall

not be applicable; the hearing body may admit any testimony, document, or other material believed relevant to a fair determination of the charges.

### 3. Sanctions in Disciplinary Action

The following sanctions may be imposed upon students as a result of disciplinary actions by the University:

*Level 4*—Expulsion—Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, if any, may be stated in the order.

*Level 3*—Suspension—Exclusion from all University activities for a definite stated period of time, not to exceed one full academic year, and any condition on resumption of activities, if any, also may be imposed.

*Level 2*—Probation—Exclusion from participation in certain University activities, property or facilities for a definite stated period of time, not to exceed one full academic year, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.

*Level 1*—Sanctions of lesser severity may be imposed in any case.

A sanction of suspension or expulsion imposed by the University shall apply to the person sanctioned not only at the University, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Regents. (W. Va. Board of Regents Policy Bulletin No. 57.)

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal.

In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the student may not be graduated during the process of appeal.

### 4. Appeals

a. Procedures for appeal in academic matters are described in detail in Section III, D. Academic Procedure Due Process.

b. Any student may appeal a nonacademic sanction to the appropriate appellate body or University official within 10 calendar days of the date of notice of the decision.

1. An appeal shall be limited to a review of the proceedings before the University adjudicatory body and any evidence which first became available after the adjudicatory proceedings; and

2. An appeal shall not result in a more severe sanction against a student.

3. The imposition of sanctions shall be stayed pending appeal.

c. Appeals are not automatic; the judicial body or University official appealed to will review the request for appeal on the three criteria listed below and grant the appeal, or deny it, thus affirming the decision made by the original body or official.

An appeal of sanctions for nonacademic cases may be made whenever:

1. The original hearing was not conducted in conformity with established procedure;

2. There is new evidence or fact not brought out in original hearing;

3. The sanction(s) imposed was inappropriate for the offense committed.

d. All University officials or the University Conduct/Appeals Committee will respond to a written appeal within ten calendar days, except for the President or the Board of Regents.

1. Nonacademic cases adjudicated by the Dean of Student Life may be appealed to the University Conduct/Appeals Committee for sanctions above Level 1.

2. Nonacademic cases adjudicated by the University Conduct/Appeals Committee may be appealed to the Vice-President for Student Affairs.
3. Nonacademic cases adjudicated by the Vice-President for Student Affairs may be appealed to the President of the University for sanctions above Level 2.
4. Nonacademic cases adjudicated by the President of the University with the sanction for expulsion may be appealed to the Board of Regents.
5. When a nonacademic case is appealed to the President of the University, he/she will respond within fifteen calendar days following the receipt of the written petition of appeal. The President shall review the facts of the case and take such action as may be appropriate under all the circumstances. The decision of the President shall be final in all cases, except those involved in the sanction of expulsion. The Board of Regents is the final appellate body for the review of cases with the sanction of expulsion.
6. Review by the Board of Regents—In nonacademic disciplinary cases where the University sanction is expulsion, the Board of Regents, following its standard procedures, may grant an appeal from the disciplinary action of the President on the record of the case submitted. Students desiring to appeal the President's sanction of expulsion must, within three working days, indicate to the President in writing, their intent to appeal. A written petition of appeal must be filed with the Chancellor of the Board of Regents within fifteen calendar days of the President's decision. If the Board of Regents determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Regents makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by mail and the sanction imposed by the President shall be effective immediately upon receipt of the decision rendered by the Board of Regents.

In reviewing student appeals involving the sanction of expulsion, the Board of Regents will review all relevant information and records of applicable University disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

#### 5. Review/Judicial Boards and University Conduct/Appeals Committee

The Review/Judicial Boards and the University Conduct/Appeals Committee will be composed of members of the University community, including students and faculty representatives, and the number shall be at least three, and in any event shall be an odd number when hearing a case. The University Conduct/Appeals Committee may have original or appellate jurisdiction of cases involving the alleged violation of student conduct code. The jurisdiction and authority of the review boards and Conduct/Appeals Committee shall be, in cases of disciplinary action against students:

- a. To convene its membership and summon the accused and witnesses;
- b. To hear evidence;
- c. To make findings of fact from the evidence presented;
- d. To determine the sanctions if any, to be applied;
- e. To refer a case to a lesser body, where appropriate.

Review/judicial boards may be established at the college/department/division level

The University Conduct/Appeals Committee shall have appellate jurisdiction as may be appropriate to the University, from the determination and recommendations of any lesser disciplinary committee.

The University Conduct/Appeals Committee shall be composed of eleven members:

- One faculty chairperson
- Five additional faculty members

—Five students

—A designee of the Office of Judicial Programs (without vote).

The six faculty members shall be elected by the University Senate for a term of three years. The election will be held annually so that terms of two members will expire each year. The University Senate will designate a chairperson and chairperson nominee.

Five students (two of whom will be graduate or professional) will be nominated by the President of the Student Administration and approved by the Student Board of Governors in the spring of each year to serve a one-year term from June to June. From the University Conduct/Appeals Committee a panel of a minimum of three persons, but always an odd number, will hear a case sent before the committee. Membership on the panel will rotate among the eleven members, but a faculty majority will be preserved.

Students appearing before the panel will have an opportunity to review a list of the panel members prior to the hearing with the Office of Judicial Programs, to assure an unbiased panel. Both parties will be given an opportunity to strike a maximum of two members from the University Conduct/Appeals Committee.

#### 6. Procedural Standards in Disciplinary Proceedings

In any disciplinary proceedings before a review/judicial board or the University Conduct/Appeals Committee brought against a student for alleged misconduct, action, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least:
  1. Statement of policy, rule, regulation, or prescribed conduct which allegedly has been violated;
  2. Statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and actions of the behavior complained of;
  3. Statement that a hearing will be held before the hearing or conduct committee on the charges, together with notice of *date*, *time*, and *place* of the hearing which may be postponed by the committee for good cause shown and shall provide the student at least five days notice from the serving of the charges unless such notice is waived by the student;
  4. Right to have legal counsel present as provided in d. below.
- b. Written charges shall be served upon the student charged by one of the following means:
  1. Handing a copy to the student in person.
  2. Mailing, via certified mail (return receipt requested), a copy to the student at the residence used while in attendance at the University.
  3. If the student is not presently registered at the University, the mailing will be via certified mail (return receipt requested), to the last known permanent or home address disclosed by the University records.
  4. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the University of his/her current address while attending the University or of his/her current permanent home address, and the hearing may proceed without hindrance or delay.
- c. The accused student has the right to have an adviser present at the hearing. The adviser may be a parent or guardian, a student at the University, or a member of the faculty or staff of the University. An adviser may consult with the accused student but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the review/judicial board or University Conduct/Appeals Committee.
- d. In cases involving the potential for suspension or expulsion, legal counsel may be present. Legal counsel may serve in an advisory capacity to the accused student at the student's own expense, and notify the Office of Judicial Programs at least forty-eight hours prior to the hearing. However, legal counsel may not speak on behalf of the student or otherwise participate



directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the University may participate only in an advisory capacity and may not speak on behalf of the University or otherwise participate directly in the proceedings.

- e. Both parties involved may present evidence and witnesses. All material evidence and witnesses presented are subject to the right of cross-examination.
  - f. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter which will be made available to the student at the cost of preparation of copies.
  - g. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him/her and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his/her behalf as may be relevant and material to the case.
  - h. No action for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and action shall be based solely upon the evidence presented. A finding of student violation of policies, rules, and regulations shall be based upon a preponderance of evidence in the case as a whole.
  - i. After the hearing, the University Conduct/Appeals Committee shall make findings of fact, determine the appropriate sanction for the disposition of the case, and notify the student within seven days.
7. Emergency Procedures—Interim Suspension (Adopted from *Salem State College Guide to Student Judicial System*.)

If the President or Vice-President for Student Affairs, in absence of the President of the University, determines that the continued presence of a student on campus constitutes a serious danger to the orderly operation of the University or the safety or welfare of a member of the University community, including the student himself/herself, the President or Vice-President may sign an order imposing interim suspension.

- a. The interim suspension may be imposed immediately with the option for a preliminary hearing before the Vice-President for Student Affairs within twenty-four hours.
- b. The preliminary hearing shall be concerned solely with:
  - 1. Discussion of the nature of the charges and their source.
  - 2. Establishment of a date for a formal hearing which shall be scheduled within five days of the effective date of the interim suspension.
  - 3. Provision of an opportunity for the student to show cause why he/she should not be suspended.
- c. Unless modified by the President or Vice-President, the student's activities during the interim suspension are subject to the same restrictions and conditions set forth under regular suspension. Interim suspension shall continue until a hearing results in reinstatement of the student to the University and/or the residence hall.
- d. Hearing and appeals procedures for the formal hearing will be the same as those prescribed for any other disciplinary case.
- e. If the University Conduct/Appeals Committee confirms suspension or expulsion, the interim suspension shall continue during any period of appellate review.
- f. If the formal hearing body recommends disciplinary action less severe than suspension, the period of interim suspension shall automatically end.
- g. Unless the student is suspended or expelled, as a result of the hearing process, she/he will be permitted to make up all academic classwork and examinations missed during the interim suspension period.

## **SECTION III. ACADEMIC RIGHTS AND RESPONSIBILITIES**

### **A. Rights and Responsibilities**

#### **1. Introduction**

Any person who is a student as defined in these policies, rules, and regulations shall be subject to academic actions by West Virginia University if alleged to be involved in any of the academic actions or behavior prohibited by these policies, rules, and regulations.

#### **2. Student Academic Rights—Each student shall:**

- a. Have the right to the college or university catalog in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).
- b. Have the right to written copies of academic requirements and a summary or outline of the courses in which the student is enrolled (e.g., attendance expectations, special requirements, including time, field trips and costs, grading procedures and professional standards, etc.).
- c. Have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, creed, sex, or national origin, the student has the right to appeal (see Section E).
- d. Have the right to receive written grade reports or other written statements of academic progress and the quality thereof at the end of each academic term, including warning of inadequate progress. Have the right to be notified at midterm of unsatisfactory progress (D or F) in their undergraduate courses in which enrolled.

#### **3. Student Academic Responsibilities**

- a. To read, understand, and follow West Virginia University written documents.
- b. Students are expected to adhere to institutional academic standards and acceptable standards of behavior and responsibility in all academic settings, classrooms, laboratories, clinics, and in any other activities which are part of academic requirements.
- c. The student is responsible for fulfilling academic requirements stated in writing including but not limited to: academic requirements for graduation; conditions signifying satisfactory academic progress; requirements for student honesty and originality of expression; conditions of academic probation and suspension; specific course requirements; specific clinical and laboratory requirements, and written plans of study.

### **B. Sanctions**

Sanctions may be imposed upon students as a result of their academic actions by a college of or by West Virginia University. The following sanctions may be imposed:

1. Minimal Sanctions: Sanctions such as reprimand, course failure, expulsion from the class and grade reductions.
2. Academic Probation: Sanction imposed for failure to meet scholastic standards imposed *pro forma* according to criteria printed in the institutional catalog.
3. Academic Suspension: Exclusion from all institutional activities for a definite stated period of time not to exceed one calendar year.
4. Academic Expulsion: Termination of student status, including any right or privilege to receive some benefit or recognition or certification.

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal.

In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the student may not be graduated during the process of appeal.

### **C. Reasons for Academic Action**

1. Infractions of institutional academic standards, rules, and regulations (e.g., required grade-point averages, etc.) as stated in each institution's catalog
2. Academic Dishonesty
  - a. Plagiarism: Submitting for credit, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation, or other product, or commercially-prepared paper.
  - b. Cheating and dishonest practices in connection with examinations, papers, and projects, including but not limited to:
    1. Obtaining help from another student during examinations
    2. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
    3. The use of notes, books, or any other source of information during examinations, unless authorized by the examiner.
    4. Obtaining without authorization an examination or any part thereof.
  - c. Forgery, misrepresentation or fraud:
    1. Knowingly furnishing false statements in any University academic disciplinary proceeding.
    2. Forging or altering, or causing to be altered, the record of any grade in a gradebook, office or other education record
    3. Use of University documents or instruments of identification with intent to defraud
    4. Presenting false data or intentionally misrepresenting one's records for admission, registration or withdrawal from the University or from a University course.
3. Final Grade Changes

### **D. Academic Procedural Due Process**

1. Procedures for infractions of institutional academic standards, rules and regulations are published in the *University Catalog* and other written documents and are binding on all students.
2. Procedure for academic dishonesty including plagiarism; cheating and dishonest practices in connection with examinations, papers and projects, and forgery, misrepresentation and fraud. Charges may be filed by any member of the academic community.
  - a. Step I At the discretion of the student, faculty member, and chairperson of the department, some cases where there is an admission, in writing, of guilt by the student may be satisfactorily resolved at the departmental level. The maximum penalty at Step I is an unforgivable F (not eligible for D/F repeat policy) in the course. Whenever a penalty is administered, the facts of the case shall be reported in writing to the dean of the college or school, and a copy forwarded to the Office of Judicial Programs in Moore Hall for the permanent records. In cases wherein cheating occurs in a college or school other than that in which the student is a degree candidate, the results of the case shall be reported to the dean of the college or school in which the student involved is enrolled.
  - b. Step II When the student denies guilt, or the faculty member or department chairperson feels the penalties available at Step I are insufficient for a specific act, the dean of the college or school in which the course is offered shall be notified in writing of the specifics of the case. The dean shall then implement the following steps:
    1. Formal notification to the student of the charges and the nature of the evidence, which if proved would justify action
    2. Opportunity for the student and witnesses to respond in writing, rebutting the charges
    3. Opportunity for the student to request that the case be forwarded by the dean to the University Conduct Appeals Committee (Step III)

4. If the student admits guilt in a signed statement to the dean, or is found guilty, the dean shall prescribe the penalty deemed appropriate. The dean shall promptly report thereon in writing to the Office of Judicial Programs. A copy of such report will also be forwarded to the dean of the college or school in which the student is enrolled. The purpose of this copy of the report is to provide information in the event that further discipline or penalty may be deemed warranted by the dean of the college or school in which the student is a degree candidate. These records will be maintained by the dean(s) until the student graduates, at which time the records will be destroyed.
  - c. Step III. The University Conduct/Appeals Committee shall handle cases referred by a dean or requested by a student. The case must be heard using the University Conduct/Appeals Committee guidelines. The University Conduct/Appeals Committee shall present to the accused student and to the person making the accusation written notification of the charges, which shall include at least: (a) a statement that a hearing will be held before the University Conduct/Appeals Committee together with the notice of the date, time and place of the hearing; and (b) a clear statement of the facts and evidence to be presented in support of the charges made. If the University Conduct/Appeals Committee finds the student guilty, it will determine the penalty it deems appropriate under the circumstances and inform the student of its actions. The action taken by the University Conduct/Appeals Committee shall be final.
3. Final Grade Appeals
- Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved. The primary intent of this procedure is to provide a mechanism whereby a student might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repeat of a course. Grade appeals that do not meet this classification are not precluded. It is understood that an extension of time in the procedural steps may be granted students if in the professional judgment of the chairperson or the dean such an extension is warranted.

#### *Appeal Procedure*

- a. Step 1. The student shall discuss the complaint with the instructor involved prior to the end of the succeeding regular semester, whether enrolled or not. If the two parties are unable to satisfactorily resolve the matter within two weeks, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). (The chairperson or dean will assume the role of an informal facilitator and assist the student and instructor in their resolution attempts.) If the problem is not resolved, the student may proceed directly to Step 2. If the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall proceed directly to Step 2.
- b. Step 2. The student must prepare and sign a document which states the facts constituting the basis for the appeal. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within ten working days of receipt of the student's signed document, the chairperson cannot resolve the problem to the satisfaction of the student and instructor involved, the complaint will automatically be forwarded to Step 3.
- c. Step 3. Within one week of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student is in disagreement with the decision of the dean, the case will be referred to a representative body of the instructor's department or college or school for final resolution. The number and make-up of this body is to be determined by the appropriate dean. In cases of an appeal to this body, the faculty member involved shall receive written notification of the grade challenge which shall include a statement of the facts

and evidence to be presented by the student in support of the charges made with sufficient clarity to reasonably disclose the claim for a grade change. The faculty member involved and the student making the appeal shall receive written notification that a hearing will be held before the department or college or school committee together with the notice of the date, time, and place of the hearing. The final decision of this body shall be forwarded to the instructor involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision. If the instructor does not act within five days, the dean will make the necessary grade adjustment. Implementation of this decision shall end the appeal procedure.

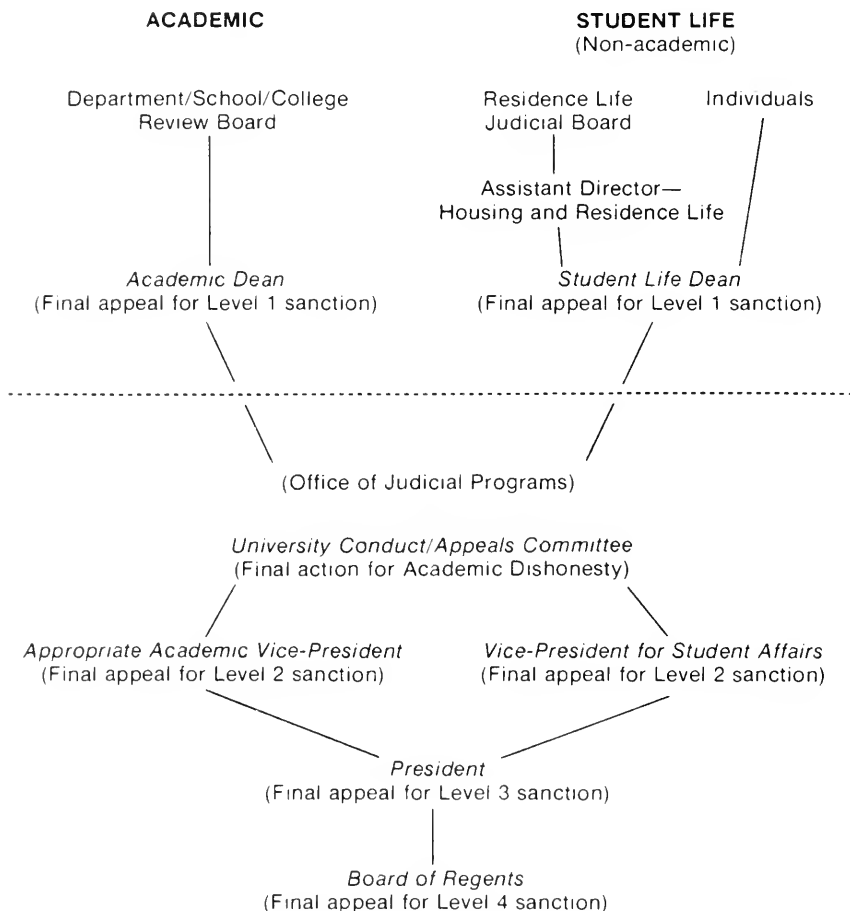
#### **E. Dismissal From a Program**

1. Dismissal from an undergraduate program based on program and/or professional performance standards other than cumulative grade-point average:
  - a. Reasons must be based on *Catalog* and other written documents describing academic performance standards and expectations.
  - b. Procedural
    1. Step 1. Counseling by departmental committee or representative as soon as possible after discovery of problem.
    2. Step 2. Second counseling by departmental committee or representative after opportunity to improve if performance has not changed sufficiently.
    3. Step 3. Formal review of student's status by departmental or program committee to determine:
      - a. Student retained or recommended for dismissal.
      - b. Counseling or remediation steps required as a condition of retention.
      - c. Appeals if recommended for dismissal.
    4. Step 4. A dismissal decision by the dean of the student's school or college may be appealed to the University Conduct/Appeals Committee which will hold a hearing. The student may be advised by a person of his/her choice in the hearing.
    5. Step 5. A decision for dismissal must be reviewed by the appropriate academic Vice-President who may confirm or remand the recommendation with specific conditions for the review process.
    6. Step 6. A recommendation for dismissal by the University Conduct Appeals Committee confirmed by the appropriate academic Vice-President may be appealed to the President whose decision is final.
2. Dismissal from a graduate or professional program based on program and/or professional performance standards other than cumulative grade-point average:
  - a. Reasons must be based on catalog and other written documents describing academic and professional performance standards and expectations.
  - b. Procedural
    1. Step 1. Counseling by departmental committee or representative as soon as possible after discovery of problem.
    2. Step 2. Second counseling by departmental committee or representative after opportunity to improve if performance is not changed sufficiently.
    3. Step 3. Formal review of student status by department or program committee to determine:
      - a. Student retained or recommended for dismissal.
      - b. Counseling or remediation steps required as a condition of retention.
      - c. Appeals available if dismissal recommended.
    4. Step 4. A dismissal decision by the dean of the student's school or college may be appealed to the University Conduct Appeals Committee which will hold a hearing using the following procedures:
      - a. The student may be advised by a person of his/her choice to assure due process protection not to affect the outcome of the proceedings. The adviser may consult with the student but shall not speak on behalf of the student or participate directly unless granted specific permission by the University Conduct Appeals Committee.
      - b. The formal rules of evidence do not apply.
      - c. The administrative procedure is not adversarial in nature.

- d. Witnesses may be presented and examined under oath.
  - e. An accurate record of the procedure is to be kept. The student may request a transcript of the proceedings at the student's expense.
  - f. An academic appeals committee has the right to counsel in those proceedings in which the student has retained counsel. Such counsel may not speak on behalf of the institution or otherwise participate directly in the proceedings.
5. Step 5. A decision for dismissal must be reviewed by the appropriate academic Vice-President who may confirm or remand the recommendation with specific instructions.
  6. Step 6. Recommendation for dismissal confirmed by the appropriate academic Vice-President may be appealed to the President. The decision of the President is final.

## Appendix 1

### OFFICE OF JUDICIARY PROGRAMS Judiciary Flow Chart Review and Appeal Process



## **CODE OF ETHICAL STANDARDS**

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

1. The name or status of students involved in disciplinary situations should not be discussed with anyone outside the review board membership.

2. Even in the case of open hearings, hearing body members should refrain from public comment on the proceedings, and in no instance should the closed deliberations of the hearing body be discussed, nor should confidential information be revealed.

3. The votes cast by members of the hearing body should be treated as confidential and should not be shared outside the hearing room.

4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Office of Judicial Programs.

However, answers to general questions about the disciplinary system and hearing procedures may be provided by any hearing body member as part of his/her mission in the intended educational process.

5. Members of the review boards and Appeals Committee shall serve as models for students by upholding University regulations and performing their duties in an exemplary manner. Any board member found guilty of violating a University policy or regulation is subject to temporary suspension from the board for a specific time, is ineligible to participate in the board's duties, and must reapply for membership on the board through established procedures.

6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with a student charged (e.g., kinship, close friendships, fraternal or organizational affiliation).

7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present a conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership on the hearing board if the conflict is general.

# Appendix B—

## Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges

(West Virginia Board of Regents, 950 Kanawha Boulevard East, Charleston, WV 25301.  
Policy Bulletin No. 57, Adopted July 13, 1982; Revised Nov. 13, 1984.)

[Revises and Replaces Bulletin No. 57, Dated July 13, 1982. To be implemented no later  
than July 1, 1985.]

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### TABLE OF CONTENTS

<b>Section 1. General</b>	
1.01 Authority .....	87
1.02 Purpose .....	87
1.03 Effective Date .....	87
1.04 Filing Date .....	87
<b>Section 2. Definitions</b>	
2.01 Board of Regents .....	87
2.02 Institution or Institutions .....	87
2.03 President .....	87
2.04 Property .....	87
2.05 Activity .....	87
2.06 Facility .....	87
2.07 Campus .....	88
2.08 Faculty .....	88
2.09 Staff .....	88
2.10 Student .....	88
2.11 Member of the Institutional Community .....	88
<b>Section 3. Policies Regarding Student Rights and Responsibilities</b>	
3.01 Freedom of Expression and Assembly .....	88
3.02 Freedom of Association .....	88
3.03 Right to Privacy .....	88
3.04 Responsibilities of Citizenship .....	88
3.05 Disciplinary Proceedings .....	89
<b>Section 4. Standards of Conduct: Rules and Regulations</b>	
4.01 Conduct Required in General .....	89
4.02 Prohibited: Disorderly Conduct .....	89
4.03 Prohibited Conduct: Theft or Damage of Property .....	89
4.04 Prohibited Conduct: Disruption .....	89
4.05 Prohibited Conduct: Hazing .....	89
4.06 Prohibited Conduct: Discrimination .....	90
<b>Section 5. Powers, Authority, and Duties of the Presidents</b>	
5.01 General Powers, Authority, and Duties of the Presidents .....	90
5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility .....	90
5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline .....	90
5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of, Institutional Property or Facilities .....	90



5.05 Powers, Authority, and Duties of the Presidents	
Public Use of Institutional Property or Facilities, and Restrictions Imposed . .	91
5.06 Powers, Authority, and Duties of the Presidents:	
Use of Institutional Property or Facilities: Activities Which Interfere With,	
Disrupt, or Inhibit Institutional Operations . . . . .	91
5.07 Powers, Authority, and Duties of the Presidents:	
Limitations of Assembly and Student Use of Institutional Property	
or Facilities . . . . .	91
5.08 Powers, Authority, and Duties of the Presidents:	
Limitation of Activities and Emergency Measures . . . . .	91

**Section 6. Disciplinary Action Proceedings**

6.01 Application to Students . . . . .	92
6.02 Sanctions in Disciplinary Action . . . . .	92
6.03 General Requirements for Disciplinary Channels . . . . .	92
6.04 Procedural Standards in Disciplinary Proceedings . . . . .	93
6.05 Review by the Board of Regents . . . . .	94

**SECTION 1. GENERAL**

**1.01 Authority**—These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia code of 1931 as amended

**1.02 Purpose**—The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the State colleges and universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the State colleges and universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the Presidents and officials of the State colleges and universities in applying these policies, rules, and regulations
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

**1.03 Effective Date**—These policies, rules, and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any State college or university, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

**1.04 Filing Date**—These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970

**SECTION 2. DEFINITIONS**

**2.01 Board of Regents**—The West Virginia Board of Regents

**2.02 Institution or Institutions**— Any or all of the institutions of higher education, the State colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control

**2.03 President**—The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents

**2.04 Property**—Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institutional community

**2.05 Activity**—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service

**2.06 Facility**— Any and all property of an institution used or usable in any activity of an institution.

**2.07 Campus**—All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

**2.08 Faculty**—Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

**2.09 Staff**—Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

**2.10 Student**—Any person who has been admitted to an institution to pursue a course of study, research or service, who is currently engaged in an institutionally-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

**2.11 Member of the Institutional Community**—Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the institutional board of advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

### **SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

**3.01 Freedom of Expression and Assembly**—The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution and Federal, State, and local statutes and ordinances pertaining to freedom of expression and assembly.

**3.02 Freedom of Association**—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

**3.03 Right to Privacy**—The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters.
- c. Confidentiality of academic and disciplinary records.
- d. Legitimate evaluations made from student records.

**3.04 Responsibilities of Citizenship**—The student is expected, as are all citizens, to respect, and abide by, local ordinances and State and Federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

**3.05 Disciplinary Proceedings**—Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules, and regulations of the Board of Regents.

#### **SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS**

**4.01 Conduct Required in General**—All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

**4.02 Prohibited: Disorderly Conduct**—Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, State, or Federal courts.

- a. Fights.
- b. Assaults or battery.
- c. Public disturbances.
- d. Unlawful assembly.
- e. The violation of any municipal, State, or Federal law, or the rules and regulations of the Board of Regents or the institution.

**4.03 Prohibited Conduct: Theft or Damage of Property**—No student shall, individually or by joining with one or more others, use, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, State, or Federal courts.

**4.04 Prohibited Conduct: Disruption**—No student shall, individually or by joining with one or more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institutional community.
- c. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property, or facilities.
- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, State, or Federal courts.

**4.05 Prohibited Conduct: Hazing**—No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

- a. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities.
- b. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy

shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, State, or Federal courts.

- c. Identify through student publications and other appropriate mechanisms the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations.
- d. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing as provided in section 6.04 of these policies, rules, and regulations.

**4.06 Prohibited Conduct: Discrimination**—No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, State, or Federal courts.

## **SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS**

**5.01 General Powers, Authority, and Duties of the Presidents**—The chief executive officer of each institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be the President's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus, the policies, rules, and regulations of the Board of Regents, and the policies, rules, and regulations of the institution. Each such President is hereby vested with authority requisite to that end, subject to the control of the Board of Regents.

**5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility**—Any authority, responsibility, or duty granted to or imposed upon such a President by these policies, rules, and regulations may be delegated by the President, subject to the control of the Board of Regents, to another person or persons on the faculty, staff, or student body of the institution.

All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.

**5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline**—The President of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution.

The President, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents.

**5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institutional Property or Facilities**—The use by any person of the property or facilities of the institutions shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the President thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents.

**5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institutional Property or Facilities, and Restrictions Imposed**—Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his/her conduct or speech or expressions causes, or, in the opinion of the President of the institution or the President's delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President of such institution or the President's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The President or delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

**5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations**—The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

**5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institutional Property or Facilities**—Subject to the control of the Board of Regents, when, in the judgment of the President of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or interference with or disruption of activities, such President or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

**5.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures**—When there has been harm or damage to persons, property, or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the President of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that President shall take any or all of the following actions or other appropriate actions

- a Declare a state of emergency to exist on the campus, and
  - (1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property, or facilities to certain persons at certain times;
  - (2) Impose curfews on the presence of persons in or on institutional facilities or property.
  - (3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
  - (4) Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare
- b Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told, or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations
- c See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules, and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared

## **SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS**

**6.01 Application to Students**—Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Regents. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

**6.02 Sanctions in Disciplinary Action**—The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

- a. Probation—exclusion from participation in certain institutional activities, property, or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.
- b. Suspension—exclusion from all institutional activities for a definite stated period of time up to one academic year, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion—termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

Sanctions of lesser severity including restitution may be imposed in any case, at the discretion of the President of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Regents shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Regents. A student who is expelled from one institution in the Board of Regents' system may not be considered for admission to another institution in the system until one year has elapsed after the student has been expelled.

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

**6.03 General Requirements for Disciplinary Channels**—Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 3.06 and 5.03, hereof, or any of these policies, rules or regulations, shall provide, among other things, at least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.

- b. The hearing board shall have jurisdiction of cases involving the allegedly violations be Sections 4.02, 4.03, 4.04, 4.05, and 4.06 of these policies, rules, and regulations, and of cases involving students suspended pursuant to Section 508b of these policies, rules, and regulations.
- c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
  - (1) To hear evidence;
  - (2) To make findings of fact from the evidence presented;
  - (3) To make recommendations to the President of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
  - (4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the President may deem appropriate.

**6.04 Procedural Standards in Disciplinary Proceedings**—In any disciplinary proceedings before a hearing board established pursuant to Section 6.03 brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

- a. Written charges of violation shall be presented to the accused student which shall include at least:
    - (1) A statement of the policy, rule, or regulation which allegedly has been violated;
    - (2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
    - (3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time, and place of the hearing, and
    - (4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings).
- It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.
- b. Said written charges shall be served upon the student charged by one of the following means
    - (1) Handing a copy to the student in person, if he/she can be found with reasonable diligence in the town where the institution is located and the hearing is to take place, or
    - (2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution, or
    - (3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home residence as disclosed by official records at the institution

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending

the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

- c. A hearing shall be held at the date, time, and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:
  - (1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or member of the faculty or staff of the institution. An advisor may consult with the accused student but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 6.04a. (4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;
  - (2) All material evidence may be presented subject to the right of cross-examination of the witnesses;
  - (3) There shall be a complete and accurate record of the hearing. In the case of an appeal a written transcript may be required.
  - (4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.
- d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.
- e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the institution. Within ten working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 6.02 of these policies, rules, and regulations, the decision of the President shall be final.

**6.05 Review by the Board of Regents**—The Board of Regents may, from time to time, require from the Presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Regents may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the Board of Regents first obtained. A student desiring to appeal the sanction of expulsion must, within three working days, indicate to the President in writing an intent to appeal the decision to the Board of Regents. A written petition of appeal must be filed with the Chancellor of the Board of Regents within fifteen days of the institutional President's decision. If the Board of Regents determines that the petition will not be heard, the decision of the President of the institution is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Regents makes a final decision after a review of the case. In the



event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board of Regents.

In reviewing student appeals involving the sanction of expulsion, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law

# Appendix C—

## Policy Regarding Academic Rights And Responsibilities of Students

(West Virginia Board of Regents, 950 Kanawha Boulevard East, Charleston, WV 25301. Policy Bulletin No. 60, Adopted Nov. 13, 1984.)

[Revises and Replaces Existing Section 7 of Policy Bulletin No. 57, dated July 13, 1982. To be implemented no later than July 1, 1985.]

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### **SECTION 1. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**

#### **1.0 Academic Responsibilities**

**1.0.1** The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Regents, the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

**1.0.2.** A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

**1.1. Academic Rights.** Concomitant with the academic standards and responsibilities established pursuant to Section 1.0, each student shall have the following academic rights:

**1.1.1.** The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

**1.1.2.** Each student shall have the right to have any academic penalty, as set out in Section 3.2 below and more specifically defined by his/her institution, reviewed.

**1.1.3.** Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

**1.1.4.** The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

### **SECTION 2. APPLICATION OF POLICY TO STUDENTS**

**2.1 Definition of Student.** A student, for these purposes, shall be defined as any individual who has been admitted to and is currently enrolled in a course or in a certificate or degree program at the institution, or for whom the institutional appeal period has not expired.

**2.2 Application of Policy to Students.** A student as defined in this policy shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 1.0.1. Students are expected to adhere to these academic

standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

### **SECTION 3. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS**

**3.1. Academic Requirements and Criteria.** The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in section 1.0.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

**3.2. Consequences of Failure to Meet Academic Requirements.** A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 1.0.1, may be subject to one or more of the following penalties

**3.2.1.** A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

**3.2.2.** Academic probation as determined and defined by the institution and its constituent colleges and schools

**3.2.3.** Academic suspension as determined and defined by the institution and its constituent colleges and schools

**3.2.4.** Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

A student may appeal any penalty according to the procedures in Section 4 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.2.1 may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed

### **SECTION 4. APPEALS**

**4.1.** Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 3.2 above. Additional procedures may include but not be limited to:

**4.1.1.** appeals of a grade penalty or exclusion from class,

**4.1.2.** appeals of final course grades,

**4.1.3.** appeals of imposition of academic probation,

**4.1.4.** appeals of imposition of academic suspension,

**4.1.5.** appeals of dismissal from undergraduate programs,

**4.1.6.** appeals of dismissal from graduate programs,

**4.1.7.** appeals of dismissal from professional degree programs,

**4.1.8.** appeals of dismissal from the institution

**4.2.** Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum

**4.2.1.** Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed

**4.2.2.** An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on

his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

**4.2.3.** An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

**4.2.4.** An opportunity to appeal to the president of the institution or his/her designee within 30 calendar days after the receipt of written notice of the decision or judgment.

**4.2.5.** The decision of the president or his/her designee regarding an academic appeal is final.

**4.3.** Appeals procedures for academic dismissal

**4.3.1.** The appeal will be subject to the following conditions:

**4.3.1.1.** The appeal must be filed within thirty calendar days after written notice of the decision.

**4.3.1.2.** The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

**4.3.1.3.** The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

**4.3.1.4.** Witnesses may be called by any of the parties involved.

**4.3.1.5.** A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

**4.3.2.** The decision of the president or his/her designee regarding academic dismissal is final.

## **SECTION 5. PUBLICATION**

**5.1** All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

# Appendix D—

## West Virginia University Policy on the Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act of 1974 is a Federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for Federal Income Tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members, individually and collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Student Affairs including the Counseling Service, Office of Student Life, International Students Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include student name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the first summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are

unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make a request to the office maintaining the particular education record desired to be reviewed listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access **only** to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice-President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven-member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health and Human Services, Washington, DC 20201, concerning the

alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the Act.

Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

### **Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information**

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the Deans and Directors can inform students as to the locations of all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

*Category I:* Name, address, telephone number.

*Category II:* Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

*Category III:* Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and names and addresses of parents

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

# Appendix E—

## Residence Halls

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Freshman students, with the exception of Morgantown area residents, are required to live in University-supervised housing. In order to be considered for off-campus housing, the student must submit a written request to the Director of Housing and Residence Life. Upperclass students are permitted to live in the residence halls as space is available, with the understanding that the policies, established are in the best interest of all students living in the residence halls.

Each student living in residence halls is required to sign a contract with the Department of Housing and Residence Life and abide by the regulations and policies as referred to in the following pages.

### **RESIDENCE HALLS**

The University-owned residence halls include Arnold, Boreman South, Boreman North, Dadisman, and the Towers. The halls are on the Downtown Campus, except the Towers which are on the Evansdale Campus. All halls house undergraduate students. Facilities include lounges, sun decks, laundries, study rooms, luggage storage rooms, and an area dining facility. Computer terminal sites are provided in Boreman and Towers for residents and their guests.

Most of the rooms accommodate two persons but there are a few singles and triples.

### **RESIDENCE HALL COUNCIL—JUDICIAL AND PROGRAMMING**

Residence Hall councils play significant roles in student life. All students living in residence halls have the opportunity to participate in governing their hall and planning many cultural, intellectual, recreational, and social activities. Each hall may organize its own judicial system at the beginning of the academic year, as outlined by the Residence Life Division.

### **YOUR ROOM**

The residence hall rooms are furnished with closets, single beds, study desks and chairs, dressers, wastebaskets, mattresses, mattress pads and covers, study lamps, and curtains. (Note: Fitted sheets may not fit institutional mattresses due to mattress thickness.) Owing to limited storage space and concerns regarding security and accountability, all University furnishings must remain in the room. Sheets, pillows, pillowcases, blankets, bedspreads, and towels are provided by the student.

Residents may bring additional items such as clocks, radios, record players, additional lamps, and bookcases. All electrical items must be approved by the Underwriter's Laboratory.

Refrigerators are available from JEM International. If you desire one in your room, contact JEM International at 1-800-453-1200. Refrigerators may also be ordered at Summer Orientation Sessions or at the beginning of each semester.

No privately-owned refrigerators, air conditioners, cooking appliances, hot plates, or water beds may be kept or used in the halls. The use of extension cords is prohibited.

In addition to the above items there are obviously many, many things that would be neither safe nor desirable in student rooms. *Because an item is not explicitly excluded does not necessarily mean that it is permitted. The safest practice is to contact the Housing Division for a ruling if no precedent exists or if there is any doubt at all.*

Nails, tacks, or adhesives of any kind are not to be used on doors, walls, or other areas in the room. University equipment must not be removed from your room or the building. Questions regarding this matter should be directed to your Area Manager.

Needed room repairs should be reported to the Area Manager.

### **KEYS**

Room keys are signed out to residents when they register in their halls. Residents are urged to exercise extreme caution in safeguarding their key, and to carry it with them at all times. Keys are for the protection of the residents. WVU is not responsible for loss of property. Residents should always keep their doors locked when not in their rooms. Any loss should be reported immediately to the Resident Director and Area Manager.



If a resident loses a room key, the Area Manager will sign out a replacement key for a period not to exceed seven days. If the original key is found, the resident should return the replacement key and receive a refund. If the key is not found, a new lock will be installed, and new keys will be issued to the resident and the roommate at a charge of \$20.00 to the person who lost the key.

At the end of the year, or when a student moves from the residence hall, or when a room change is made, the keys must be returned directly to the Area Manager's Office. Failure to return the keys will result in a \$20.00 charge for the purpose of replacing the lock and keys. Listed below are the locations and phone numbers of the Area Managers for each residence hall. Keys should be returned on the same day of the move and during normal hours of operation which are 8:00 a.m. to 4:00 p.m., Monday thru Friday.

<i>Area Manager's Office</i>		<i>Phone</i>
Towers—M-18 .....		293-3496
Arnold—Ground Floor Office .....		293-5840
Boreman—G-02 .....		293-4130
Dadisman—108 .....		293-4230

## **ROOM CHANGES**

All room changes must be approved by the Residence Life Staff Assistant and the Administrative Assistant for Room Assignments. Residents desiring to make a room change must contact the Staff Assistant on the campus on which their hall is located to insure proper room change procedures are followed. Staff Assistants can be reached on the Downtown Campus at 3259 or 2943 and on the Evansdale Campus at 4598. Residents should also notify their Resident Assistant that they are anticipating a room change. In order to maintain accurate records and coordinate assignments, room changes will be limited to designated periods during the year. Students wishing to move at other times require special permission from the Area Coordinator.

If residents move into another room with a vacated living space, they are responsible for both their old and new room keys until the old room key is turned in and the Key Book in the Area Manager's Office is signed. Residents are not permitted to trade keys if they switch rooms with another student—i.e., both residents are required to turn in their old room key to the Area Manager's Office and sign in the old key. The Area Manager will then issue the new key, at which time the Key Book must again be signed. In either case of room change, return the old key immediately to the Area Manager or you will be assessed the \$20.00 lock-change charge under the Keys section above.

## **LAUNDRY**

Facilities for washing and drying clothing are available for residents in each hall during designated hours. Any mechanical difficulties with this equipment should be reported to the Area Manager.

## **LOUNGES AND RECREATION AREAS**

Lounges and recreation rooms are for the exclusive use of the hall residents and their guests. All residence halls will close at a previously announced hour, after which only the residents will be permitted to remain. All guests, except those registered to stay overnight, must leave the building at the closing hour.

## **MAIL SERVICE**

Mail is delivered to each residence hall. Residents will receive their mail without delay if it is addressed as follows:

Name \_\_\_\_\_  
 Room \_\_\_\_\_ Hall \_\_\_\_\_  
 WEST VIRGINIA UNIVERSITY  
 MORGANTOWN, WV 26506

## **TELEPHONE SERVICE**

Telephone service is provided in all residence hall rooms. All telephones have individually assigned numbers. The first three digits (293-) identify the phone as part of the WVU Centrex/ESSX-1 system. Intercommunication among the telephones on the campus system is made by dialing the last four digits. Off-campus calls can be made by dialing 9 and then the local seven-digit number. Students may obtain a Personal Security

Code (PSC) for long-distance calls through CampusNet. For more information call the CampusNet office at 293-7348.

The telephone numbers are assigned by room rather than by student. Thus, if you change rooms, your telephone number will change.

(For additional information concerning the University's telephone system, see page 2 of the *WVU Directory*, a copy of which is provided in each residence hall room in November.)

## **GUEST HOUSING AND MEALS**

Overnight guests of the same sex are permitted only on Friday and Saturday nights. The host or hostess must register the guest at the Main Desk. Guests are expected to observe rules of the hall, and the host or hostess is responsible for the behavior of the guest. A University student of the same sex who stays overnight as a guest of a resident for purposes of study on weeknights must also register at the Main Desk of the residence hall. No nonresident may stay more than two nights per week without special permission from the resident director.

Meal tickets for guests may be purchased at the dining hall from the Food Service Manager. Only residents or guests with meal tickets may eat or are permitted in the dining room.

## **QUIET HOURS**

Residents must observe reasonable quiet hours at all times, both inside and outside the hall.

Quiet hours are established to give everyone an opportunity to study and rest. Quiet hours will be in effect from 9:30 p.m. till 9:00 a.m. the following day from Sunday-Thursday. On weekends (Friday and Saturday), quiet hours are established from the closing hour until noon the following day. Even when quiet hours are not in effect, the noise level must not interfere with the rights of residents who want and need to study at that time.

Consideration in the use of radios, stereos, and equipment such as typewriters is essential. No drum sets will be permitted in the residence halls. It is the University's expectations that the volume of stereos will be kept at a level that cannot be heard outside the room. Students wishing to play stereos at a loud volume must use headphones. Stereos must also be registered. Students who fail to use them properly will be directed to remove them from the halls.

## **VISITATION POLICY**

Guidelines for visitation—the time during which residents of the opposite sex may visit each other in the residence hall rooms—will be made available in a publication entitled *Lifesaver*.

## **DINING ROOM/FOOD SERVICE**

All students residing in University residence halls are required to participate in the University dining program.

Three meals a day are provided, Monday through Friday. Saturday meals consist of brunch and dinner. Sunday meal consists of brunch.

When students register in the residence halls, they will be issued a temporary computerized meal ticket which will be replaced by a permanent meal ticket with the student's picture. The meal ticket must be presented at each meal.

Every board plan participant will be held personally accountable for the proper use of his or her meal ticket, and may be subject to disciplinary action for allowing someone else to use the meal ticket.

If a meal ticket is lost, a new one may be obtained from the Vali-Dine Office, located on the first floor of Tower I. The charge for the replaced ticket will be \$10.00. The fee is nonrefundable.

The meal schedule and daily menus are posted at each dining hall.

For pleasant dining, residents are expected to display courteous behavior in the dining room and serving line. Residents may have their choice of entrees offered with each meal except on special occasions. To keep costs as low as possible, residents are responsible for removing their tray from the table to the place indicated. In addition, tableware and food are not to be removed from the dining room.

## **FIRE/BOMB THREAT EMERGENCY EVACUATION PROCEDURES**

All persons in residence halls are required to leave the building when they hear a fire alarm or are notified of a bomb threat by a member of the Residence Hall or University staff. Turning in false fire alarms or reporting false bomb threats are prohibited by State law. Any person found violating this law will be reported to the proper authorities for prosecution.

According to state law, students are prohibited from tampering with the fire extinguishers or other fire equipment. State law requires that extinguishers must always be in condition for use.

If a fire is detected, residents should:

1. Set off the nearest alarm.
2. Call or go to the Residence Hall Main Desk and inform the staff member on duty about the nature and location of the fire. (If the staff member on duty can not be located any staff member will assume responsibility.)
3. Everyone must leave the building via the exit designated by the staff member on their floor. It will be pointed out to the residents upon their arrival as a resident in the hall.
4. Before leaving the room when the alarm goes off:
  - A. Turn on the overhead lights.
  - B. Close windows
  - C. Put on shoes (not bedroom slippers).
  - D. Carry a large towel for head and face protection against flames and smoke.
  - E. Close door.
5. Walk calmly to the exterior of the building via assigned exit
6. Be sure the stairway door is closed if no other residents are following.
7. Do not return to the building until the signal is given by the staff member in charge

Treat a fire alarm as though a serious condition exists. Residents will have no indication whether it is real or a drill.

The Resident Director will report to the Fire Chief that the building is evacuated and also will leave. All staff and residents will remain far enough away from the building to allow the firemen to work unimpeded. The Resident Director will inform the residents when they may return to their rooms

If a resident detects a minor fire, they may try to put it out with the nearest fire extinguisher; however, they must pull the nearest alarm. If this fails, they must then use the procedure described above. If they succeed in extinguishing the fire, they still must report it immediately to the staff member on duty so that a professional can check to see that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly

*False alarms are taken seriously by University officials. Persons found guilty of setting off a false fire alarm or tampering with fire/life safety equipment or building-security systems are subject to removal from the University Residence Hall, suspension from the University, and prosecution to the full extent of the law.*

## **ILLNESS**

The University maintains a Health Service at University Hospital. Students are invited to consult the Health Service staff at any time. Each resident is responsible for reporting to the residence hall staff member on duty any illness or injury so that prompt and adequate attention can be given.

If illness prevents the residents' return to the hall after a weekend or other period of time away from the campus, they must notify the Resident Director

Special arrangements for a sick tray may be made with the Food Service Manager by the Resident Assistant

## **RESIDENCE HALL CONTRACT**

A student assigned to a residence hall is required to sign a contract to live in the assigned space for the contract period. Assignments made after the beginning of an academic year are for the balance of that year. Changes in assignment can only be made with the approval of the Department of Housing and Residence Life

The contract is designed to provide maximum individual freedom limited only by regulations essential for harmonious group living

The University strives to make available the highest living standards at the lowest possible cost to students

## **I. General Conditions**

A. The student agrees to pay the University as outlined under Part III of the contract.

B. The Department of Housing and Residence Life reserves the right to enter rooms without notice for purposes of: (1) improvements; (2) maintenance; (3) recovery of University/State-owned property which is not authorized for use in the assigned space; (4) fire, health, and safety inspection; and (5) actions necessary to insure the safety, health, and general welfare of individuals in the residence halls and/or the protection of University or student property.

The Department of Housing and Residence Life reserves the right to remove and dispose of any personal property remaining in a room more than twenty-four (24) hours following: (1) termination of the residence hall contract, *and/or* (2) the residents separation by/from the University, *and/or* (3) the date the resident officially checks out to her/his assigned space.

A charge for costs incurred for removal of personal property will be assessed to the resident.

C. *The University reserves the right to make reassignment of accommodations as the staff may deem necessary.* The University may terminate the contract and take possession of a room at any time for violation of the provisions of the contract and/or University regulations. If a student is required to leave the hall because of disciplinary reasons, the student is still held responsible for payment of the room rent and a specified portion of the board contract until the end of the academic year, but the student is not allowed to return to that hall for any reason.

If a resident's roommate leaves, the student remaining in the room will be required to either: (1) find another roommate, or (2) move into another room where there is a vacancy. However, when part of a room space is vacated, the remaining resident(s) is(are) not permitted to utilize the vacated closets, etc., or to store any portion of that space's furniture since a new resident may be assigned to a room at any time.

D. The student agrees to be familiar with all regulations that the University and the governing bodies of the residence halls have enacted or may enact, to abide by these rules and regulations as the conditions of residence in the halls. Additional information is available in Housing and Residence Life publications, e.g., *Lifesaver*.

E. Cancellation after the "no refund" dates listed in the Cancellation and Refund Policy, set forth in the WVU Residence Hall Contract, for any reason other than official withdrawal from the University, will result in student responsibility for payment of the room rent and a specified portion of the board contract for the balance of the contract period.

F. Following the West Virginia Board of Regents policy concerning the operation of concessions, residence hall rooms are for student residents only. No one is permitted to use the rooms, buildings, or adjacent grounds for commercial purposes.

G. All residents are required to vacate and remove personal belongings from the rooms upon termination of the housing contract, not later than 24 hours after their last examination, or their official withdrawal from the University. The residence halls are closed during all University recesses and students are not charged for these periods. Students may not re-enter any campus residence hall during the University recesses nor after the end of the specified occupancy period without the approval of the Department of Housing and Residence Life.

The University reserves the right to use rooms in any of the residence halls during recess periods and will give written notice of intent well in advance.

H. Residents are not permitted to bring intoxicating beverages into the residence halls, or to use or retain such beverages in the halls.

I. Dangerous drugs and narcotics, as defined and prohibited by state and federal statutes, are prohibited in residence halls.

J. Possession or use of firearms, weapons, fireworks, gasoline, flammable liquids, explosives, and volatile chemicals, or other materials which endanger health or safety, are prohibited.

K. Gambling is forbidden.

L. For health and safety reasons, dogs, cats, mice, birds, and other animals or pets are not permitted in residence halls.

M. Residents are expected to conduct themselves in a manner which promotes a quiet, safe, and secure residence hall environment conducive to the pursuit of academic goals.

N. Tampering with or misuse of fire-alarm systems and fire-fighting equipment, and building-security equipment, is prohibited, extremely dangerous, and illegal. Violators will be prosecuted to the full extent of the law, which may include both a fine and a prison sentence, and are subject to removal from the residence hall and suspension from the University.

O. The residence halls are operated for the appropriate use of University students, University employees, and their guests. University identification may be required at any time.

P. For safety and maintenance reasons, objects may not be thrown or dropped from residence hall windows. Students, or other individuals, who are observed engaged in this activity will be prosecuted and are subject to removal from the residence hall and suspension from the University. In addition, residents are accountable for activities originating in their assigned rooms. Screens must not be damaged or removed from the windows.

Q. Each student is expected to inform someone in the student's residence hall if the student intends to remain away overnight. This rule may be complied with by informing the Resident Assistant, Resident Director, roommate, or suitemate as to the student's location. This information will be used only if an emergency arises that requires getting in contact with the residents.

R. Assigned occupants of each room are financially responsible for keeping the room and its contents in good order and free of damage. To minimize damage and prevent unsafe conditions, residents will not be permitted to stack room furnishings. Dismantling beds or changing the configuration in which they are intended to be used will not be permitted. The resident, at the time of checkout, will return the assigned space and its University furnishings in the same condition as they were received with the exception of reasonable wear and tear as determined by the Department of Housing and Residence Life. The Resident will be assessed charges for damage, loss, or special service due to misuse or abuse of his/her assigned space and the University property contained therein. At the time of checkout, students who do not return stored room furniture will be assessed a moving charge.

When the assigned space is shared and where the responsible resident(s) fails to assume responsibility, an equal portion of the charges will be assessed to each occupant.

Individual(s) identified as being responsible for damage, theft, loss, or special service (whether intentional or accidental) in public areas of the residence hall facility will be assessed the cost of repair, replacement, or restoration.

When individual responsibility cannot be determined, residents will be held collectively responsible for damage, theft, loss, or special service within/for the public areas or to University property within their residence hall. Incurred costs will be equally divided among all residents for their assigned public areas. Residents will have the opportunity to review damage assessments with the Residence Life staff and/or the residence hall Area Manager. Appeals to correct billing errors will be processed by the Business Manager.

Residents will take reasonable action to protect and prevent the residence hall from wanton, reckless, or negligent damage. Residents are expected to refrain from encouraging or participating in activities which will cause damage to occur and to report property or facility damage.

S. For the resident's protection, a "Residence Hall Room and Property Inventory" report must be completed on the condition of the room. This report form is supplied by the housekeeping department and must be returned to the Resident Assistant within 24 hours after the resident moves into the room. Residents who choose not to complete the Residence Hall Room and Property Inventory will be held responsible for the condition of their assigned space based upon a prior room condition evaluation by the Department of Housing and Residence Life.

T. West Virginia University does not assume responsibility for personal accident injury, or illness sustained by residents, guests, or visitors, nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that proper insurance be obtained to protect the residents and their personal property.

## **II. Conditions of Assignment**

A. If space is available for the specified academic year/second semester, West Virginia University agrees to provide meals and living accommodations in the residence halls and the use of facilities therein (as outlined), once the Department of Housing and Residence Life has received the advance housing fee, completed application forms, and properly signed contract.

B. Upperclass students (sophomore, junior, and senior) currently living in residence halls who desire to make application for the following year will be required to submit a new application and \$75.00 advance housing fee. These students will be notified of the procedure to be used for accepting applications. Room assignments will be made as soon as space is available. If demand is such that more space is needed for freshman students at the beginning of the academic school year, an additional person may be temporarily assigned rooms occupied by other students.

Freshman students who cannot be immediately assigned to a regular space may be temporarily assigned to an "extended housing" space within a residence hall. When this situation develops, the freshman students most likely to be involved in extended housing will be informed as early as possible. Students assigned to extended housing must accept the first available assignment to a permanent space. Students assigned to extended housing, after the first full week of the semester, will be provided with a reduced rate for the room portion of their contract.

C. Only those applicants who have been admitted as students to WVU by the Office of Admissions and Records and have paid their advance housing fee will be assigned space in a residence hall.

## **III. Payments**

A. Although the room and board contract is for the full academic year, the invoices are sent for one semester at a time.

Invoices will be mailed to the students as follows:

First Semester—mailed to the student's home before the beginning of the academic year.

Second Semester—mailed to the student's residence hall in December.

Payment of room and board fees will be due by the close of business on Friday of the first full week of classes.

Make check or money order payable to West Virginia University. Remit payment to the WVU Cashier's Office. Identify all payments with student's name, student number, and purpose of payment.

B. Students receiving certain kinds of financial aid or guaranteed bank loans may make arrangements with the University Bursar to have their housing fees paid when these monies are sent to the University. Consult instructions provided by the Bursar for procedures for handling these cases.

C. In extreme hardship cases, special arrangements may be made to pay housing fees in two payments. If permission is granted, the student must pay one-half of the fee by the close of business on Friday of the first full week of classes; the second payment must be paid by the close of business on Friday of the fifth full week of classes.

Hardship cases which may be considered include:

1. Students depending on Social Security or Veteran's checks (proof of these will be required).

2. Students obtaining personal loans from banks which will not be processed in time to meet the payment deadline. A letter from a bank officer indicating that the loan has been approved must be presented.

Applications for hardship cases must be filed at least two weeks before the beginning of classes and will require a personal interview with a designated staff member in the Department of Housing and Residence Life.

D. Residents whose accounts become delinquent may be required to vacate their rooms and their meal tickets will be invalidated. Such students will be required to surrender their room keys and meal tickets, and they will continue to be held responsible for the entire room portion of their bills and a specified portion of the board for the remainder of the contract period.

The University may hold transcripts, prohibit registration, and/or prohibit graduation until delinquent accounts are settled.

#### **IV. Cancellation and Refund Policy**

##### **A. Seventy-Five Dollars (\$75.00) Advance Deposit**

1. If the Administrative Division of the Department of Housing and Residence Life receives notice of cancellation in writing, the following refund rates apply:

a. \$25.00 refundable until July 15, for the academic year, and December 1, for the Spring Semester.

b. No refund after July 15, for the academic year, and December 1, for the Spring Semester.

2. The advance housing fee may be applied to the last payment of the Spring Semester room rent. If the Spring Semester room rent has been paid in full, the advance housing fee will be refunded automatically at the close of the semester.

##### **B. Room and Board Payment**

1. If a student officially withdraws from the University, having submitted the appropriate forms to the Office of Admissions and Records, the unused portion of the room and board will be refunded. The "unused portion" will be based on the date belongings are removed from the room and the room keys and meal ticket are surrendered. (Refer to "KEYS" for proper key return procedures.)

2. If a student moves from the residence hall for any reason other than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 60 percent of the food service portion of the Contract for the remainder of the academic year. If the student does not surrender the meal card, he or she will be held responsible for the entire Contract for the academic year.

# Appendix F—

## WVU Library System

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The West Virginia University Libraries support the teaching, research, and service functions of the University. The libraries contain over a million volumes and 837,000 microforms and microfilms. In addition, the West Virginia Collection contains over three million manuscript items. Some 30,000 volumes are added each year, and over 9,000 periodical titles are received. The library system consists of the Main Library and seven branches.

*Main Library* is on the Downtown Campus. It houses the bulk of the collections in history, literature, and the social sciences. The Public Catalog, located in the Reference Room, contains cards for all books in all the libraries of the system. The Main Library also contains the Rare Book Room, the government documents and map collections, and the administrative offices.

*Colson Hall* is across the street (University Avenue) from the Main Library. It contains the West Virginia Collection, the Audio-Visual Library, and the Reserve Book collection.

*Evansdale Library* is on the Evansdale Campus, between the Agricultural Sciences and Engineering Sciences buildings. It houses collections supporting programs located on the Evansdale Campus, such as Agriculture, Art, Human Resources and Education, Engineering, Forestry, Physical Education, Social Work, and Theatre.

*Law Library* is in the Law Center on the Evansdale Campus.

*Mathematics Library* is in Eiesland Hall.

*Medical Center Library* is on the second floor of the Basic Sciences Building. It contains 151,000 volumes and supports the teaching and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy.

*Music Library* is in Room 424-A of the Creative Arts Center.

*Physical Science Library* is on the first floor of the Chemistry Research Laboratory Building. It contains approximately 40,000 volumes in the fields of chemistry, physics, geology, and astronomy.

### LOAN PRIVILEGES AND RESPONSIBILITIES

Due to the variations in research demands around the campus, there is some variation from library to library regarding the circulation of periodicals and other materials. Please inquire at each branch for precise policies.

*Identification.* Your I.D. card is your library card. Your card cannot be used by anyone other than you. A patron not a student or an employee of the University should inquire concerning loan privileges.

*Books, Theses, and Second Copies of Dissertations.* The usual loan period is two weeks. Graduate research and teaching assistants and research and teaching fellows may borrow books for four weeks. Other graduate students engaged in thesis or dissertation research may apply for a four-week research loan privilege. Faculty members may charge out for a semester titles not in heavy demand. However, if such books are requested by a student or another faculty member, they will be recalled at the end of the normal two-week loan period. Books placed on Reserve will be called in at any time. The date due is indicated in all cases. Returning material on the date due is the responsibility of the borrower.

*Bound Periodicals.* The loan period for most bound periodicals less than twenty years old is three days; for those twenty years old or more the loan period is two weeks. Some periodicals in very great demand are loaned for shorter periods or not at all. For example, those located in the Bound Periodical Room in the Main Library may be borrowed on an overnight basis only. The date due is indicated in all cases.

*Microforms.* In the case of microforms which contain periodicals under twenty years of age, the loan guidelines for bound periodicals will be followed. The item may go out for three days and is not subject to faculty extended loan privileges.

*Current Periodicals.* The most recent issue of a periodical may be charged out for overnight use only. Earlier but still unbound issues may be borrowed for three days unless very heavy demand dictates that they not circulate.



*Reservations.* You may reserve a book which is in use at the time requested. You will be notified by post card when the volume is available.

*Renewals.* You may renew a book if it is not reserved for another borrower. Books may be renewed by mail when a borrower is unable to come to the library; the renewal request should include the call number of the books to be renewed. Overdue books cannot be renewed until the fine is paid.

Material placed on Reserve will normally be circulated on an overnight basis only. Rare and excessively fragile material must be used within the Library.

### **FINES AND LOST MATERIALS**

Fines are intended to encourage borrowers to return books on time so that others may use them. Thus, relatively high fines are charged for material in greatest demand. The schedule of fines is as follows:

Overnight loans: 25 cents *per hour* or fraction thereof

Three-day loans: \$1.00 per day or fraction thereof

Two weeks or more: 10 cents per day

Borrowers are responsible for all materials charged to them. In the case of lost books, the borrower is charged the book price plus a processing charge, or the maximum fine, whichever is greater. When lost books are returned, the charge is reduced to the maximum fine. The loss of material borrowed should be reported at once. This will permit the Library to order a replacement copy at the earliest possible date. Unpaid Library accounts will result in a student's name being sent to the Office of Admissions and Records for appropriate action. Accumulation of excessive charges may result in the revocation of borrowing privileges.

### **AUDIO-VISUAL MATERIALS**

The University Libraries maintain a large collection of audio-visual materials to support the academic program. The collection includes films, audio and video tapes, filmstrips, slides, etc. The Audio-Visual Library, located on the ground floor of Colson Hall, contains the general media collection as well as projectors, players, and other hardware. Those wishing information about the availability of materials should call (293-4019) or visit the Audio-Visual Library.

The Medical Center Library on the second floor of the Basic Sciences Building maintains a media collection selected to support the academic programs of the Medical Center. Information concerning availability and scheduling of media may be obtained by calling (293-3727) or visiting the Medical Center Library.

### **RESERVE BOOKS**

Books are placed on reserve at the request of faculty members. This is done to make sure that all students will have access to material on required reading lists. The principal reserve collection is on the first floor of Colson Hall. Most of the books are arranged on the open shelves alphabetically by course. However, some material is kept at the desk, so be sure to inquire if you are unable to locate the items you need. In addition to Colson, special reserve collections are maintained at the Evansdale, Physical Sciences, and other libraries. Thus, books on reserve for Education or Social Work will be at the Evansdale Library, those for Chemistry at the Physical Sciences Library, and so on.

Reserve books may be charged out for overnight use two hours before the library closes. They are due within one hour after the library opens the next day. Reserve books must be returned to the library from which they were borrowed. Failure to return reserve books on time will result in a fine of 25 cents per hour for each item.

### **INTERLIBRARY LOANS**

Books and journal articles needed for research which are not in the Library system's collection may often be secured through interlibrary loan. The privilege is restricted to faculty and graduate students except by special arrangement. Request for such loans should be made at the Reference Desk in the Main Library or to staff members in the branch libraries.

Interlibrary loan service is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for material, interlibrary loans should be restricted to requests which are truly important and which cannot be filled by any other means. Graduate students are encouraged to choose research topics

according to the resources at hand and thus keep to a minimum the number of interlibrary loans required.

Requests for interlibrary loans should give as complete bibliographical information as possible, including the source of the reference. Materials should be used as soon as they arrive and not held for the full loan period unless necessary. Ordinarily, renewals should not be requested. Conditions of use imposed by the lending library must, of course, be fulfilled.

### **WEST VIRGINIA COLLECTION**

The West Virginia Collection is on the second floor of Colson Hall. The Collection contains books, periodicals, recordings, manuscripts, and other items relating to the history and development of West Virginia. It is by far the largest and richest collection of West Virginia in existence. Because of their variety and value, many items in the Collection must be used in the building and do not circulate. Most of the printed material in the Collection can be located through the public catalog. There are also guides to the manuscript and other collections. However, do not hesitate to ask one of the staff members for assistance if you do not find what you need.

### **MAIN LIBRARY**

*Reference Department.* The Reference Department in the Main Library is the information center of the system. Its large collection of dictionaries, encyclopedias, periodical indexes, bibliographies, handbooks, etc. is arranged according to the Library of Congress classification system. Unclassified collections of telephone directories, college catalogs, maps, and company annual reports are available upon request at the Reference Desk.

The Library has a large and growing collection of bibliographies. Many of these are housed in the Reference Room. However, national and trade bibliographies and the catalogs of the great research libraries are in the Catalog Department and are available upon request at the Reference Desk. These bibliographic tools include such titles as the *Library of Congress Catalog*, *Books in Print*, *Cumulative Book Index*, the *British National Bibliography*, and the *Catalogue General de la Bibliotheque Nationale*. Most periodical indexes are located in the Reference Room.

Patrons interested in periodical articles should first consult the indexes, abstracting journals, and bibliographies available in the Reference Room. The WVU Libraries Union List of Serials terminal should then be checked for specific information on periodical holdings of the WVU system, the location of individual titles, and the call number. Reference librarians are available during most of the Library's operating hours to provide assistance with the computerized periodicals database, other on-line research inquiries, and the use of bibliographic tools available in the Reference Department.

After obtaining the bibliographic information (call number and, for periodicals, volume, month and year) needed to locate an item, patrons may go directly to the shelf and secure the desired material. Alternatively, a call slip containing the bibliographic data listed above may be presented at the Circulation Desk and the desired book will be retrieved by the Library staff. If a book is not located, patrons may check the status of that title at the Circulation Desk. A formal search will be conducted upon request. A call number with a capital "R" above it indicates that the book is in the Reference Room and does not circulate.

*Periodical Room.* The Periodical Room is up the stairs to the left of the Circulation Desk. Current issues of magazines are arranged alphabetically by title on the open shelves; those not on the shelves may be obtained upon request at the desk. Daily newspapers are on racks just inside the entrance to the Periodical Room. In the adjoining room are bound volumes of the last ten years of the most heavily used periodicals as well as a set of the *Readers Guide to Periodical Literature*. Adjacent to the desk is the automated union list of serials, which provides holdings, location, and call number information for most periodicals in the library system. There are additional terminals in the Reference Room and at the Evansdale and Medical Center Libraries.

All volumes in the Bound Periodical Room may be charged out for overnight use two hours before the Library closes. They are due at 10:00 a.m. on the following weekday, 11:00 a.m. on Saturday, or 3:00 p.m. on Sunday. Failure to return them on time and to the Periodical Room results in a fine of 25 cents per hour.

**Appalachian Room.** The Appalachian Room is on the second floor just outside the entrance to the Periodical Room. The room contains much of the Library's extensive collection concerning the Appalachian Region. Most of the books may be borrowed for the regular loan period and are charged out at and returned to the Circulation Desk in the lobby.

**Government Documents.** The University Library is a regional depository of United States Government Documents; that is, it receives a copy of all government publications available for distribution by the Government Printing Office. The Library has incorporated the most important government documents into its regular circulating collection and has cards for these titles in the Card Catalog. However, some of the documents are arranged according to the U.S. Superintendent of Documents Classification and do not appear in the Public Catalog. The Documents area is in the library stacks behind the Reference Desk and a librarian in the Reference Department will be glad to help you locate material.

**Coal.** Located on the third floor in the south wing of the building is the Coal Collection. It contains extensive holdings concerning coal and includes monographs and periodicals (both current and retrospective). The collection has its own individual card catalog which should be consulted for full information regarding holdings.

**Carrells.** There are 100 carrells (study desks) in the stack area available for use by graduate students and members of the faculty. Upon application, the Circulation Librarian assigns numbered carrells for one semester. Information on the special forms and rules for charging books to carrells is available at the Circulation Desk.

**Maps.** The map collection is serviced by the Reference Department. U.S. Geological Survey Maps constitute the greater part of the collection and these, along with other miscellaneous maps, circulate only by special arrangement.

**Typing.** Typewriters and typing tables are available in designated areas of the stacks for use at any time the library is open.

**Microforms.** Located in the back half of the third floor in the south wing of the building is the Microforms collection. It is a collection of newspapers and magazines on microfilm, government documents on microfiche, and a variety of research collections on microcards. The equipment necessary for reading and copying these materials is housed here. Indexes are available for access to many of the microform holdings and a staff member should be consulted for information.

## **LIBRARY HOURS**

The Main Library and all branches are closed on New Year's Day, Washington's Birthday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and other official University holidays. Special hours are posted accordingly.

Hours for the Main Library are given below. Branch Library hours are posted at each library.

### **Main Library Hours**

#### **Regular Sessions**

Monday-Thursday	8:00 a.m.-Midnight
Friday	8:00 a.m.-10:00 p.m.
Saturday	9:00 a.m.-6:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.

#### **Summer Session**

Monday-Friday	8:00 a.m.-9:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	CLOSED

#### **University Vacations and Recesses**

Monday-Friday	9:00 a.m.-5:00 p.m.
Saturday	9:00 a.m.-Noon
Sunday	CLOSED

### **Telephone Numbers (all 293 prefix)**

Audio-Visual Library	4019
Evansdale Library	5039
Law Library	5309
Main Library	
Circulation	2440
Office	5040
Periodicals	4240
Reference	3640
Photoduplication	4640
Mathematics Library	6011
Medical Center Library	2113-4
Music Library	4505
Physical Science Library	3420
Reserve (Colson)	2640
West Virginia Collection	3536

# Appendix G—

## WVU Policy on Sexual Harassment

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### COMMITMENT

West Virginia University is committed to providing its faculty, staff, and students with an environment free from implicit and explicit coercive behavior used to control, influence, or otherwise affect the well-being of any member of the University Community. Sexual harassment is regarded as misconduct which creates an offensive working condition. Therefore, it is the responsibility of all University supervisors to take immediate and appropriate corrective action when sexual harassment occurs.

### LEGAL BASIS

Sexual harassment is prohibited under a policy statement issued by the Office for Civil Rights interpreting Title IX of the Education Amendments of 1972 and EEOC interpretative guidelines issued in March 1980 which state that Title VII prohibits sexual harassment of employees.

### DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined by the EEOC as: “*Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment,*” and under Title IX sexual harassment also “consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

Examples of sexual harassment as determined by the courts include but not limited to: making improper suggestive sexual remarks, unauthorized entering of restrooms and other locations housed by the opposite sex, touching in a sexually abusive manner and making improper remarks, making improper inquiries about one's sex life, improper physical contact, physical and verbal harassment of a subordinate or any employee, amorous gestures, placing arms around an employee, and sexually oriented ribald jokes.

If an employee is sexually harassed by his/her immediate supervisor, the University is liable *whether or not* the harassment was known. If a co-employee or non-employee is harassing a person, the University is liable if the harassment is known or should have been known by a supervisor.

All faculty and supervisory staff are urged to become familiar with the University's policy on sex discrimination and sexual harassment as outlined in the University's Affirmative Action Plan.

### FILING OF COMPLAINTS

Any employee or student who has a complaint regarding sexual harassment should contact their immediate supervisor, the unit sexual harassment liaison representative, Dean or Director. The names of liaison representatives are available from the Department of Human Resources or the Dean or Director's Office.

The liaison representatives are a group of people representing each unit on campus who have been designated by their Dean or Director to serve in this important area. These persons will not sit in judgment of individuals, but will assist people in determining the nature of the incident and are able to recommend appropriate steps in resolving conflicts. The representative can expect to talk with persons who feel they have been sexually harassed in order to provide advice and counsel in defining issues. In addition, the representative is expected to work with the respective Dean or Director to educate faculty, staff and/or students to their rights and the University policy concerning sexual harassment.





## HAIL, WEST VIRGINIA

Let's give a rah for West Virginia, and let us pledge to her anew.  
Others may like black and crimson, but for us it's Gold and Blue—  
Let all our troubles be forgotten, let college spirit rule,  
We'll join and give our loyal efforts  
For the good of our old school.

It's West Virginia, it's West Virginia,  
The pride of every mountaineer,  
Come on you old grads, join with us young lads  
It's West Virginia now we cheer! (rah! rah!)  
Now is the time boys to make a big noise  
no matter what the people say—  
For there is naught to fear, the gang's all here,  
So hail to West Virginia, hail!

## MOUNTAINEER FIGHT SONG

Fight! Fight! Fight! Mountaineers—  
We're here to cheer for you  
Take that old ball down the field—  
We're putting all our faith in you—  
Play that team right off its feet—  
You can't be beat we know—  
And when the game is through we'll cheer for you  
West Virginia, West Virginia, rah!

## ALMA MATER

Alma, our Alma Mater, the home of Mountaineers,  
Sing we of thy honor, everlasting through the years;  
Alma, our Alma Mater, we pledge in song to you,  
Hail, all hail, our Alma Mater, West Virginia U.!

ROBERT MCWHORTER  
DIRECTOR, STUDENT  
ACTIVITIES & ED. PROGRAM  
MOORE HALL  
DOWNTOWN CAMPUS

C-13

WEST VIRGINIA UNIVERSITY  
Established February 7, 1867



... add to your faith virtue, and to virtue knowledge.

—2 Peter 1:5